



Steph's Bookkeeping Service, Inc.

Monthly News

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Our monthly newsletter is included with your monthly invoice,
as well as viewable on our newly updated web site www.stepsbookkeeping.com

Important Dates:

W-2's, 1099's and Tax Returns

The deadline for filling forms W-2 and 1099 is January 31st. Our Office will be focused on providing timely filing of these forms during the month of January. Please make sure that you provide any requested information for accurate filings.

Beginning February 1st, our office will begin focusing on 2013 tax preparation for those who would like to get their returns in early.

Minimum Wage Increase

On January 1st, 2014 the minimum wage will increase to \$9.10. This change will go into effect automatically for all of our payroll clients. You will need to make any changes to your payroll submissions.

Payroll periods that fall within both 2013 and 2014 can be paid at both the old and new wage if payroll submissions are broken out by year. Please contact our office if you have any questions.

S-Corp Shareholder

Medical Insurance Premiums

The IRS is paying close attention to health insurance premiums paid on behalf of S-corp shareholders are deductible, and are reported by the S-corp as wages for income tax withholding purposes on the shareholder-employee's Form W-2.

These benefits are not subject to social security, Medicare or unemployment taxes. The additional compensation is included in Box 1: Wages of form W-2. In order for a shareholder to claim an above-the-line deduction, the health insurance premiums had to be paid by the S-corp and included in the shareholder's W-2.

Notary Services

We are happy to offer Notary Services to our clients. Please contact our office if you are in need of a Notary.

2014 Oregon

Unemployment Rate Notice

Unemployment insurance tax rate notices for 2014 were mailed to employers on November 15, 2013. The new rate notices are essential to properly calculate payroll. Please forward your notice to our office as soon as you receive it. If you have not received the notice, please contact us right away.

Year End Preparations

The following is a list of some of the things you can provide to our office in preparation for tax completion:

- 1099 information on vendors with payments of more than \$600
- Cash receipts
- Asset purchase paperwork
- Draw/Contributions
- Any deposits that were *not* income (i.e. shareholder or owner investments)

This is just a start for many of our clients. Contact us for any assistance you may need.

City of Portland

Sick Leave Ordinance

Portland's new Sick Leave Ordinance was created "to promote a sustainable, healthy, and productive workforce by establishing minimum standards for Employers to provide sick leave and to ensure that all persons working in the City will have the right to earn and use paid sick time."

Employers with a minimum of 6 employees shall provide employees with a minimum of one hour of **paid** Sick Time for every 30 hours of work. Employers with a maximum of 5 employees shall provide employees with a minimum of one hour of **unpaid** Sick Time for every 30 hours of work. All employees can accrue up to 40 hours of Sick Time per calendar year, and those hours not used can be carried over

to the next year. An employer with a Sick Leave or PTO policy in effect that provides the employee with benefits that equal or exceed the requirements is compliant with this ordinance.

The ordinance goes into effect on January 1st, 2014. More details, as well as the full ordinance, can be found at <http://www.portlandonline.com/attorney/index.cfm?c=63025>

Advertise with Us!

View links to our clients at www.stepsbookkeeping.com. We are now up and running on  facebook, and hope to provide a place for our clients to network together.

Credit Dispute Service

Steph's Bookkeeping Service offers credit dispute services to help remove negative ratings on your credit file with little effort on your part. To get on the road to better credit, contact us today.

2014 Tax Law Changes

The following are notable tax law changes that go into effect in 2014. For a full list of changes the IRS is implementing, visit www.irs.gov

- The standard deduction rises to \$6,200 for singles and married filing separate returns, and \$12,400 for married couples filing jointly. The standard deduction for heads of household rises to \$9,100, up from \$8,950.
- The personal exemption rises to \$3,950, up from the 2013 exemption of \$3,900.
- The maximum Earned Income Credit amount is \$6,143 for taxpayers filing jointly who have 3 or more qualifying children.
- The limitation for itemized deductions claimed on tax year 2014 returns of individuals begins with incomes of \$254,200 or more (\$305,050 for married couples filing jointly).