



Happy New Year

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

1099 & W2 Reporting Year End Preparations

The IRS has accelerated due dates for 1099 & W-2 forms in an effort to decrease identity theft from false personal income tax filings. As a result your promptness is very important! If you paid any non-employee or non-incorporated company for any services that totaled \$600 or more during 2017, we will need to 1099 MISC these services. If you paid anyone for legal services or rents in 2017, they will also need a 1099 MISC. If you paid interest or dividend amounts of \$10 or more to unincorporated payees during 2017, they will need to receive a 1099 INT or 1099 DIV.

Penalties per payee/form have dramatically increased in 2017.

Filing less than 30 days after deadline \$50.00

Filing 30 days after deadline \$100.00

File after August 1, 2018 \$260.00

Missing or incorrect name/federal ID# \$260.00

Intentional Disregard \$530.00

Oregon I-Wire Deadline

Oregon requires all W2's and 1099's to be entered electronically to their system for their own processing. The deadline for 2016 reports is January 31st, 2018. Each year we have a handful of customers that wait until the last week of January to get us the remainder of the information needed regarding the vendors for 1099's or pertinent information regarding their employees W2's. With having the time crunch of not only getting these reports done but also filed online, we need all information to be in our office as soon as possible. Please do not put any information needed to process this reporting on the back burner as it may cause your reports to be E-filed with Oregon late and Oregon will charge large fines for any late filers. For any customers that file their own 1099's and/or W2's please note this deadline for the Oregon I-Wire reporting.

Travel Time

During this year end season as we are making more trips to our client locations, we just want to remind you that we do charge our normal rate for travel time to and from. We like to bundle our trips to reduce this travel time that is billed to you - this is why you may hear us talk about coming to

see you on a day we are already in town. As a company, we pay out to our employees for their time, but we also, by law, reimburse them for their mileage as well. After taking in effect all those outgoing expenses to get to outside locations, we have to counteract the cost that we incur. As always, please let us know if you have any questions!

2017 Tax Year

After we have processed and met the deadlines for 1099s and W2's we will begin processing financials for 2017 tax preparation. Please get us all data needed to be able to proceed with the 2017 tax year. Any cash receipts, credit card statements, bank statements, new car purchase paperwork, assets disposed of in 2017, new asset paperwork purchased in 2017, 1099K's and any tax documents you receive in the mail.

Personal Property tax returns are due on March 15th, 2018 and we will begin processing these in February. Please get us the form you receive in the mail for us to complete or a copy of it, if you fill out the form yourself. Please remember if you fill out the form yourself, that you must delete any disposed of assets and add any new assets you purchased in 2017. Please see us for your assistance. These forms must match your federal asset depreciation schedule filed in your tax return.

