

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

Do you need an Office Space?

Are you looking for an office space to rent? This might be what you're looking for! Nice 1100sq ft medical/dental office for rent located conveniently in a medical/dental professional plaza across the street from Meridian Park Hospital in Tualatin. **FREE FIRST MONTHS RENT!!!** Following the first month, rent is \$1600.00/month plus \$150.00 in condo dues that include two utilities. Call Anjali (503-784-9724) for more info!

Tax Preparation and Finalization

Tax season is always busy! Please check your records to be sure that we have the proper paperwork for employees and vendors. We will be emailing clients for those that are missing information, and we appreciate prompt return of any needed forms or information. If you have questions on the upcoming filings, or have paperwork to submit, do not hesitate to call or email. You can also fax info to 503-632-5038.

Payroll Submissions

As you all know employee paychecks can be direct deposited to the employee's bank account 2 days after submission. Any changes to those

direct deposits must be requested no later than 3pm the 2 days prior to pay day.

Oregon E-file of W2's

Well Oregon is requiring each company who had W2's to e-file them through the state website. If you get a notice for 2013 filings, we have complied and have them all electronically filed for 2013. Oregon did not send out a notice to anyone that this was required. We will be filing them for 2014 by March 31st, 2015. There are no penalties to date since they did not notify anyone of the requirement.

Did you know these were tax deductions?

Health insurance premiums – The amount you pay each month for insurance, the co-pays you pay when at the doctor and the amount you pay for prescriptions can all be deducted!
Donations – Any money you give to charities or any donations that you give to places like Goodwill or The Salvation Army are all deductible! You can have up to \$500.00 in donations without a receipt.
Work related expenses – Some people

have to buy special clothing for work like gloves, boots, hats, etc. All are subject to a total above 10% of AGI if you itemize your deductions.

Don't Forget!

The deadline for filing personal taxes is **April 15th**. Just over a month away! Corporate deadline is March 15th, 2015.

Notary Services

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

Fun tax facts!

While form 1040 is supposed to be one of the 'simpler' tax forms, and the form that the majority of Americans use to file their taxes, the instructions for this form alone are nearly 200 pages long!

<http://blog.shoebboxed.com/10-fun-facts-about-taxes/>

www.stepsbookkeeping.com

We invite you to visit our updated website www.stepsbookkeeping.com. Here you can find useful information such as our list of services, links to local and government agencies, PDF's of commonly used state and IRS forms, all of our newsletters, and more!