

# Mother's Day

## Steph's Bookkeeping Service, Inc

### Monthly News

Volume 5, Issue 6  
May 2016

Our monthly newsletter is included with your monthly invoice,

as well as viewable on our newly updated web site [www.stepsbookkeeping.com](http://www.stepsbookkeeping.com)

### **Tax Deadline has Passed!**

The busy tax season has come to an end for most! For others, an extension was filed and your taxes still need to be done. Please know that for corporate taxes, the extended deadline is 9/15/2016. For personal taxes, the extended deadline is 10/17/2016. That means we still have some time, but we want to make sure we have everything we need as soon as we can to help prepare for your taxes. Please let us know if you have any questions when gathering your tax data, but please also reach out to us to see if we are missing anything from you. Remember to send in your cash receipts to make sure you are still getting all deductions possible. Don't forget to take an expense! You pay tax on your net profit or adjusted gross income, and we want to help you reduce your tax burden! Ask questions and be alert for tax savings. Don't send the IRS or the State more money than you have to!

### **Password Changes**

Many of our clients let us have access to online banking to let us gather all needed data for banking updates, reconciliations, and payroll. Most banks only let you attempt to log in three times before it locks out anyone from signing into the bank. This

causes the account holder to have to call the bank to unlock the account. We don't ever want to put extra work on you! We never want you to have to take time out of your day for something you didn't need to do. To avoid having this problem, please be sure to notify us when you have made any login changes to your account. The safest way to transfer this information is to call us and let us know the new sign-ins so we can update our side and continue getting all needed data without you having to lift a finger! If we don't have access to your online banking, and you are interested in letting us make it easier on you then let us know! With 5 minutes of your time, we can walk you through the process where you can create a special sign-in for us only, and only give us access to exactly what you want us to see! It's easy, simple, fast, and the best way for us to timely and efficiently keep your accounting up to date!

### **Tax Amendments**

There are so many deductions, credits, and different ways to save on your tax liability from year to year. Even if you got a refund from a previous year, you still may have missed a deduction that could have gotten you more! If you owed tax on a previous year, you could have owed less! It doesn't hurt to have someone take an extra look at your past year taxes to make sure you took

every deduction you could possibly take! **Don't** miss out on saving money! We have new clients come to our office that have used a different CPA in past years where we have seen that deductions were missed and their savings was lost! Let us help you! Call us with questions or send a quick email. A few minutes of time is nothing compared to the savings you could be missing!

### **Personal Contributions to Your Business**

Have you had to put money into your business? We want to make sure we are capturing that on your financials! Don't let this be missed! There is no way looking at a bank statement one could tell that a deposit was personal money or money from sales. Don't report more income than you have to, and make sure your financials show that you have personally contributed into your business! Keep communication with us and let us know when things like this happen so it can be accounted for properly!

### **Notary Services**

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

