



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

Tax Deadline

The deadline for your personal tax extension is October 15th. Please get us all information to process your personal taxes prior to the deadline. If your tax return has not been filed by the deadline, you will be charged a late filing fee. To avoid these costs please get us all necessary information!

Estimated Payments

Are you worried about what you will owe on taxes this coming tax season? Let us help! Now is the time to do a tax estimated and make some estimated payments to reduce your tax bill on your tax return. Ask us questions before it's too late!

Deductions

The amount a person gets with standard deduction is \$6,300 per person. If you itemize, your deductions can usually lead to a lot more tax saving dollars. For example, if you own a house, you can deduct all the mortgage interest and property taxes paid. You can also deduct all medical expenses, the cost of your medical insurance, prescriptions, etc. You can deduct all tax preparation fees and more! Be sure when the 2015 tax

season comes you ask us about all the deductions you can claim!

Year End Preparation

It may be months from the dreaded deadline, but a little preparation now will save you, and us, time and money as we approach March 15th 2016.

The following is a list of some of the things you can provide now:

- 1099 information on vendors
- Cash receipts
- Asset purchase paperwork
- Draw/Contributions (personal money deposited into the business account)

This is just a start for many of our clients. Give us a call if you need help gathering this information.

Advertise With Us!

Let us advertise your business! Please let us know if you would like us to provide a link to you on our website! This will provide contact with our current as well as prospective customers. We would also love to place an ad for you in our monthly newsletter. Please contact us for more information!

We can do This Too!

Did you know we can do invoicing and pay bills for your company? By us doing your invoicing, it is easy to keep track of how and who all your income comes from! Let us know if you want our help!

Building Your Credit

Are you wanting to have a better credit score? Let us help you find the best way's to build your credit! We can also start doing credit repair for you. We will dispute all negative activity shown on your credit and help boost your score.

Budgeting

Need help budgeting for 2016? Setting some target revenues and controlling expenses for 2016 to maximize your profits, let us help. Learn how to read your financials to make good business decisions for your business.

Notary Services

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

