

# Steph's Bookkeeping Service, Inc

## Monthly News

Volume 6, Issue 9  
September 2014

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 Estimating

It's that time of the year approaching for estimating your tax liabilities for 2014. We can adjust payrolls for officers to compensate for any additional taxes owed based off your improved sales over 2013. We will be reviewing your financials and giving you suggestions to cover tax liabilities for 2014 over the next 2 months.

### Featured Business



*...Your Gateway to Well-Being!!*

Danielle Brunner, Lac, MA has a new acupuncture office in the John's Landing area that is open for business. Acupuncture can help with a broad band of ailments and is really becoming an increasingly acceptable way to help heal ourselves. Call today for a new appointment.

#### Attunement Acupuncture

Danielle Brunner

503.206.7034

5820 SW Kelly Ave

Portland, OR 97239

<http://attunementacupuncture.com>

### Credit Dispute Service

Your Credit can be everything in the financial world. If you are unsure what your credit looks like or what you need to do to clean it up, let us here at Steph's Bookkeeping Service help you.

Things to watch for on your credit are your credit card balances in relationship to the credit card limits. Your balances should never exceed 30% of the credit limit. The law allows you to challenge derogatory items on your credit every 30-45 days and if they cannot verify the item, they must remove the item.

### Budgeting

Need help budgeting for 2015? Setting some target revenues and controlling expenses for 2015 to maximize your profits, let us help. Learn how to read your financials to make good business decisions for your business

[www.stepsbookkeeping.com](http://www.stepsbookkeeping.com)

We invite you to visit our updated website [www.stepsbookkeeping.com](http://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!

### Advertise with Us!

Please let us know if you would like us to provide a link on our newly designed website [www.stepsbookkeeping.com](http://www.stepsbookkeeping.com). This will provide contact with our current as well as prospective customers. We are looking for lots of businesses to list on our website!

### W-9's and W-4's

If you are faxing W-9's or W-4's to our office, be sure to write your company name on them. We randomly receive these items and have no clue to what company they belong to. It is also really helpful you write the rate of pay on the top of the W-4.

As W-2 will soon be upon us, be sure we have updated addresses for employees. If they have moved, please have them fill out a new W-4 for us with an updated address. This will illuminate postal returns on 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.