



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

Year End Preparations

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

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

Extended Tax Deadlines!

Corporate extended tax deadline is September 15th, 2017. The personal extended tax deadline is October 15th, 2017. As we approach this deadline please try to be as responsive as possible to questions and items needed so we can help in making sure your returns are processed on time!

Oregon Eclipse

Did you see the Eclipse? If you got a good photo from where you were at send a copy to us! We had a great viewing where our office is located in Mulino. We'd love to see the pictures you

captured! Post them to our Facebook page below:

www.facebook.com/stepsbookkeeping

Oregon Saves

The Oregon State Treasury is launching a new program called OregonSaves that may impact your business, clients, and members. OregonSaves is a simple and convenient way for workers to save for retirement. It allows them to save a part of each paycheck through payroll deductions facilitated by their employer and invest their savings in professionally-managed investment options in a Roth individual retirement account. The account is also portable, allowing them to take it with them from job to job.

Any business with employees that does not sponsor a qualified retirement plan* will need to register to facilitate OregonSaves for its employees. The registration process is designed to be simple in order to limit any burden on employers. Employers can choose to offer their own retirement plans to some or all of their employees instead of participating in the program.

The program is scheduled to roll out in phases, and the State will let employers know when their phase will begin. The deadlines for employers to register to facilitate are as follows:

An employer employing 100 or more employees: November 15, 2017

- An employer employing 50 to 99 employees: May 15, 2018
- An employer employing 20 to 49 employees: December 15, 2018
- An employer employing 10 to 19 employees: May 15, 2019
- An employer employing 5 to 9 employees: November 15, 2019
- An employer employing 4 or fewer employees: May 15, 2020

The State will send a notice about the program to employers approximately six months before their registration deadline. The State will send another notice to employers one month before the deadline with instructions about how to register. Employers will have until the applicable deadline above to complete the registration process.

For more information, including answers to frequently asked questions, and details on qualified retirement plans visit www.oregonsaves.com or call (844) 661-1256.

Reference: payrolltaxnews@listsmart.osl.state.or.us

Labor Day

Monday September 4th is Labor Day! Please keep in mind our office is closed that day. We hope everyone has a safe and enjoyable holiday!

