

IMPORTANT DUE DATE REMINDER FOR JANUARY

** HAPPY NEW YEAR **

Dear Clients

You will receive this due date reminder on monthly basis to make sure you don't miss Tax Deadline and avoid Paying Penalties and Interest that may be imposed by any or all Governmental Agencies.

To maximize the usage of this form we suggest you to print it on the 1st day of each month.

Concentrate only on the Business & personal taxes services that applies to you presently. Cross off the rest.

TAX/TASK	DUE DATES TO GOVERNMENTAL AGENCIES	DUE TO NBS
SALES TAX BOE	DUE 31 st of the month for 4 th QTR DUE 31 st of the month for Yearly	5 th of the month
PAYROLL TAX	DUE 31 st of the month for 4 TH QT Fed/Ca DUE 15 th of the month Prior month prepay to Fed/Ca	5 th of the month submit all W-4, De4, I-9 for all employees for new year rates and information updates
WORK./COMP. INSURANCE	DUE 1 st of the month according to your policy	1 st of the month (submit to our office ASAP)
INCOME TAX	DUE 04-15-YEAR Don't Delay call for your tax Appointment Today	ASAP (log on www.8182431977.com for your Income tax Organizer for your interview)
BOOKKEEPING	DUE Every month when statements are available	10 TH DAY OF THE MONTH to prepare accurate & timely P&L and Balance Sheet
ESTIMATED TAX BOE	DUE 15 th of the month for 4 th Estimated Tax to UST/CA	(see your binder or call our office to confirm the amounts)
BOE UNDERGRD FUEL ELECT. WASTE TIRE FEES	DUE 31 st of the month	10 TH DAY OF April- June-October-January
CORPORATION STATEMENT OF INFORMATION	DUE Every year on corporation birthday. (Statement of Information)	1 st of the month (renew 1X a year corp. anniversary Date)
DBA RENEWAL	DUE 1-2 Month Before Expiration Date	1 st of the month (renew once every 5 Years)
GENERAL REMINDER	DUE 15 th of the month call or stop by our office to update our records, Outstanding Balance, Set up Auto Pay, Return to Clients and Pickups.	1 st of the month (Keep up inform for all your personal & bus. issues)
OUTSIDE SERVICES 1099	Due- 02-28-Year please send us supporting document in order to prepare 1099s	ASAP submit all W-9, for all outside contractors information update with \$ paid
GROWING? DOWNSIZING?		We can open, close or maintain your licenses from any governmental Agencies
What other Services we have in our office? (operated by other companies)	Real Estate Services --Buy/Sell/Lease Notary Paralegal Services —Divorce/Trust/Etc.	

Do you have a Problem?, Complaint?, Compliment?, Idea? We love to hear and solve them!

Thank you for your continued Business with us.

"The greatest compliment our client can give.... is their referral of others"