

ISSUE

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MONTHLY
JOURNAL OF
INFORMATION
ON FINANCES

Financial Focus

Local Spotlight



Soullutions by Arliss specializes in personal and executive assistance work as well as social media management! Start the year off on the right foot! Contact Arliss (209) 471-4947 soullutionsbyarliss@gmail.com

Did you know?

Uh oh! Didn't get those year-end forms ordered in time? Realize you are one or two short? You can fill and print all forms from the IRS website.

<https://www.irs.gov/forms-instructions>

Helpful Hints!

Have questions about 1099's? This link will answer all your questions for 2020!

<https://www.irs.gov/pub/irs-pdf/i1099msc.pdf>

Office Efficiency

Procedure manuals. Do you have them? Are they being used and updated regularly? They are necessary for the success of any office. See our [local spotlight](#) for assistance!

Deadlines

1/20/20

G-45 form and payments Due

1/31/20

W-2 & 1099's



Saying Goodbye to 2019!

It isn't always difficult to say goodbye! Are you feeling the end of year pressure now that the holidays are over? This is completely understandable; it is crunch time! We may have taken a spotlight and pointed it on all the year-end tasks that you weren't even aware had to be completed, but don't fret, we have resolutions to ensure this is your last stressful year end.

Have everything under control? We will have helpful information for you too! Our favorite pastime is taking working procedures and making them even more efficient.

Stay tuned to our blog and social media all month for pointers, tips, & tricks to implement all year so that year end is never a stress again!

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On the Next Issue.....

Learning to fall in love with your financials...



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Have a topic you would like covered? Let us know!
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