

Local Spotlight

Island Printing & Graphics can assist with all business design and marketing materials to be printed for 2020!

Contact Jerry at 808-331-8511
orders@ipgkona.com



www.islandprintingandgraphics.com

Did you know?

Quickbooks has the ability to mail and e-file all employee and contractor year end forms. No more ordering excess forms and running to the mailbox before deadlines!

Helpful Hints!

Reminder! If you do need forms, order them in December, you may even find a discount by purchasing early.

Can't find what you need? All forms can be found here:

intuitmarket.intuit.com

Office Efficiency

A small step you can take to ensure employee efficiency is to provide copies of any frequently used documents for easy access. For great printing services check out our

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Deadlines

12/16/19

4th Est. Tax Payment Due

12/20/19

G-45 form and payments Due



The Twelve Tips of Christmas

Ah Christmas time, who doesn't love this time of year? From the crispness in the air to the exciting plans with friends and family. The anticipation building each day while we patiently wait to spend our precious time with those we love. I am certain that for the majority of us out there, we are not starting to form our accounting year end checklists next to our Christmas Lists for Santa! As a matter of fact, the general idea is to put everything off until after the first of the year. In the coming months I will begin to reveal how small shifts in office processes around year end closeout can not only help with preventing emergencies for your employees but also ensure your business is on the right track and starting the year out right. In December we will start with 12 tips to prepare us for January's close out. Tune into our blog and/or Facebook page throughout the month for details on how these 12 tips can help you!

<https://onlineacctg.com/blog>

<https://www.facebook.com/accessaccountinghawaii>

On the Next Issue.....

Success for the New Year
How to set yourself up to achieve your financials goals in 2020.

Sneak Peek

1. Vendor List
2. Client List
3. Insurance Policies, Coverages, & Rates
4. Source Documents
5. Audit Financials
6. Financials, Pros + Cons
7. Goals
8. Tax Planning
9. Bonuses + Asset Purchases
10. Tax Extension
11. Tax Deadlines
12. Meeting with Accountant



access
accounting

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Have a topic you would like covered? Let us know!
<https://onlineacctg.com/contact>