

## IMPORTANT DUE DATE REMINDER FOR FEBRUARY

**\*\*HAPPY VALENTINE DAY\*\***

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	<b>DUE-</b> 23 <sup>RD</sup> of the month for Prepayment	5 <sup>TH</sup> of the month
PAYROLL TAX	<b>DUE-</b> 15 <sup>th</sup> day of each month for prior month Fed/CA	5 <sup>th</sup> of every month
WORK./COMP. INSURANCE	<b>DUE-</b> 1 <sup>st</sup> of the month according to your policy	1 <sup>st</sup> of the month
INCOME TAX	<b>DUE</b> 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	<b>Due-</b> Every month when statements are available.	10 <sup>th</sup> of the month to prepare accurate & timely P&L and Balance Sheet
BOE UNDERGRD FUEL ELECT. WASTE TIRE FEES	<b>DUE</b> 31th of the month	10 <sup>TH</sup> of April- June-October-January
CORPORATION STATEMENT OF INFORMATION	<b>DUE</b> Every year on corporation birthday (Statement of Information)	1 <sup>st</sup> of the month (renew 1X a year corp. anniversary Date)
DBA RENEWAL	<b>DUE</b> 1-2 Month Before Expiration Date	renew once every 5 Years
GENERAL REMINDER	<b>DUE</b> 15 <sup>th</sup> of every month call or stop by our office to Update our records, Outstanding Balance, Set up Auto Pay, Return to Clients and Pickups.	Keep up inform for all your personal & bus. issues
OUTSIDE SERVICES 1099	<b>Due</b> 02-28-Year Please send us supporting documents in order to prepare 1099s	ASAP submit all W-9, for all outside contractors information update with \$ paid
GROWING? DOWSIZING?		We can open, close or maintain your licenses from any governmental Agencies
What other Services we have in our office? (operated by other companies)	<b>Real Estate Services--Buy/Sell/Lease</b> <b>Notary</b> <b>Paralegal Services—Divorce/Trust/Etc.</b>	

**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"