



LIGHTBULB MOMENTS

Fall 2021

IMPORTANT DATES

November 15: October payroll tax due

November 20: Monthly sales tax due

December 15: November payroll tax due

December 20: Monthly sales tax due

December 31: Month end, Q4 end, and year end

January 1, 2022: W-2 and tax processing begins

January 15: December payroll tax due

January 20: Monthly sales tax due

January 31: W-2 and 1099-R must be mailed out

Contact Us

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WELCOME TO OUR NEWSLETTER!

In order to continue to connect with our clients and keep you informed about important deadlines, we are bringing you this quarterly newsletter. Remember, if you have any questions or concerns, don't hesitate to reach out to us at 218-829-0635.

STAFF UPDATES

Although we will miss her terribly, we are so excited that Tina Bohall will be able to spend as much time as she wants with her grandchildren in 2022. Her last day with us will be December 31. To help with the transition, we have brought on new team members and look forward to introducing them to you. If your account is experiencing a change, we will reach out with a direct introduction.

SOFTWARE UPDATES

As we continue to grow and create efficiencies for your business, we are investing in new software. There may be changes to your processing and lead time, but know that we are committed to creating additional efficiencies and self-service opportunities for your business. Additionally, keeping your information secure is a top-priority. These new platforms will allow for more secure transmission of data.

If your account is going to see these changes, we will communicate with you directly. And, of course, if you have any questions or concerns, don't hesitate to reach out to your account specialist.

OFFICE HOURS

As the seasons change, so will our hours. Our current office hours are Monday-Thursday from 8:30 a.m.-4:30 p.m. and Friday from 8:30 a.m.-noon until November 30. Beginning December 1 through April 30, 2022, our office hours will be Monday-Friday from 8:30 a.m.-4:30 p.m.

FIND US ON SOCIAL MEDIA

We are on social media! You can find us on Facebook and LinkedIn. We post reminders about important deadlines and other payroll and bookkeeping topics.