



The Paper Plan-it

Bookkeeping | Payroll | Financial Training

NEWS & NOTES

Summer 2022

IMPORTANT DATES

August 15: July payroll tax due

August 19: Monthly sales tax due

September 15: August payroll tax due; Q3 estimated taxes due

September 20: Monthly sales tax due

September 30: End of Q3

October 15: September payroll tax due; 2021 tax due date for those that filed an extension

October 20: Monthly sales tax due

Contact Us

The Paper Plan-It

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WE'VE MOVED, PLEASE UPDATE YOUR CONTACT INFO

If you haven't visited in a while, you can find us in the Trails Head Business Center at 13968 Cypress Drive, Suite 1A, Baxter MN 56425. We are discontinuing the service of our PO Box. Now, all mail will come to our new address. Please update our contact info in your files.

Our phone numbers will remain the same. We are excited about this beautiful, professional space and cannot wait for you to see it!

INTRODUCING NEW SERVICES

Frustrated by fragmented financial responsibilities among your staff and in need of financial guidance? Wouldn't it be great to partner with someone that can help with tax readiness, profitability planning, training and just reading those financials? The Paper Plan-It's financial management service will oversee your current bookkeeping to ensure all procedures have a series of checks and balances to strengthen security and present accurate financials. Our financial management service also will ensure you are using the correct and most up-to-date financial software to best operate your business, while offering guidance and support to help your company grow financially and meet the goals you set.

KEEP PAYROLL & BOOKKEEPING SERVICES LOCAL

The measure of a good service provider is often the fact that they make their jobs look easy. So easy, that virtual assistants and online financial software lulls you into thinking just anyone can take care of your financial information. And, while you might be tempted to "save money" on these alternatives, we urge you to think twice.

Outsourcing your financial information to an unknown entity, who may not be familiar with your local, city, and state requirements can be quite a risk. We urge you to stay local, support those bookkeeping and payroll service providers that live in your community and understand your financial picture with a personalized approach.

PAYROLL PROCESSING & SERVICING UPDATE

QuickBooks is continuously changing their pricing structure for Online, Desktop and Payroll subscriptions. To continue to offer the best service at an affordable price, The Paper Plan-It is converting some of our payrolls to a new payroll software. Unfortunately, we can't cover all the costs, you will notice a slight increase in your subscription costs as a result. Please let us know if you have any questions about this change.

And, due to staffing needs, we have needed to update our payroll processing timelines. We require a **two-day minimum** for payroll processing. If payroll is needed to be turned around sooner than that, a significant surcharge will be assessed on your next invoice.

Some of you have inquired about QuickBooks alternatives, please know that we are researching other options and will let you know when we've found a comparative product.

LEAD TIME UPDATES

As we've grown and shifted responsibilities among team members, we are shifting lead times on processing transactions and statement preparation. For example, if you turn in 3 months of expenses and receipts at one time, we need roughly 1 month to process them. If you have any questions about lead times, don't hesitate to contact Tina Miller.

UNLOCKING YOUR FILES

We use QBox with many of our clients to share financial files. It does have a tricky feature, that if not unlocked properly, means that our staff cannot get into the files and process them in time to meet deadlines.

To ensure that your changes are saved and synced to QBox, **please close and log out of QBox when you are finished with your work.** We can release the lock manually to recover from a lockout situation, but any changes made to the file by the user who locked the file will be lost. This will likely result in lost time, delays, or missed deadlines, so please do your best to ensure the files are unlocked for us. If you have any questions about this process, don't hesitate to reach out to your Account Specialist. We are here to help!

PAYING INVOICES

To ensure that deadlines are met and reports are received in a timely manner, please pay your invoices in a timely manner. We give priority service to accounts that are paid on-time and in full. If you are having trouble paying on time, please don't hesitate to reach out. We have a wide range of options for payment and can work out a plan. Communication is key and please know that we are grateful and willing to work with you.

OFFICE HOURS REMINDER

Our office hours are Monday-Thursday from 8:30 a.m.-4:30 p.m. and Fridays 8:30 a.m.-12:00 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.

Your referrals are our greatest Compliment. Thank you!
