



LIGHTBULB MOMENTS

Spring 2022

IMPORTANT DATES

April 18: March payroll tax due; Q1 2022 estimated taxes due; Tax Day

April 20: Monthly sales tax due

May 15: April payroll tax due

May 20: Monthly sales tax due

June 15: May payroll tax due

June 30: End of Q2 2022

Contact Us
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WE'RE MOVING

We have an exciting announcement! We're moving to a new location! The office will be closed on Thursday, April 21 to pack and begin our move. Starting Monday, April 25, you can find us in the Trails Head Business Center at 13687 Cypress Drive, Suite 1A, Baxter MN 56425. Our phone numbers will remain the same. We are excited about this beautiful, professional space and can't wait for you to see it!

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 will be 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.