



# LIGHTBULB MOMENTS

Winter 2022

## IMPORTANT DATES

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

January 18: December payroll tax due

January 20: Monthly sales tax due

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

February 15: January payroll tax due

February 20: Monthly sales tax due

March 15: February payroll tax due; Partnership and S Corp tax deadline or file for extension

March 31: End of Q1 2022

## Contact Us

### The Paper Plan-It

501 Maple Street | Brainerd MN  
218-454-1652

Tina.miller@paperplanit.com

Paperplanit.com

## 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!

## CLEANING FILES

With the New Year, we are cleaning out files. If we have files that need your attention, we will email you the details. So please stay tuned for an email!

## 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.

## 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.

## **STAFF UPDATES**

Tina Bohall's last day was December 31. We are so excited for her to enjoy her retirement. If your account is experiencing a change, we will reach out with a direct introduction and if you have any questions or concerns, don't hesitate to reach out to us at 218-454-1652.

## **OFFICE HOURS**

Because January is such a busy month, our office hours are Monday-Friday from 8:30 a.m.-4:30 p.m. Beginning February 1, 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.