

Bottom Line Advice

from SHS Services, LLC/SHS Payroll LLC

January 2014

Message from the CEO

Happy New Year! I wanted to take this opportunity to thank you, our clients and business associates, for the ongoing trust you place in us. You are the reason why what we do every day is so fulfilling. We thank you for allowing us to be a part of your business and look forward to another great year.

As we begin 2014 we are excited to launch our monthly newsletter, Bottom Line Advice. The goal of the newsletter is to keep you informed and up-to-date on important information relating to payroll issues, tax deadlines, and other helpful tips relating to your business. We hope you will look forward to receiving these and that you will find the newsletter to be a source of good information.

Sincerely,
Steven H. Suissa

Upcoming Tax Deadlines:

Don't miss them:
 If unprepared call SHS

Jan. 31

2013 W-2 & 1099
 to recipients
 2013 4th Quarter
 941 to IRS
 2013 940 & 944
 to IRS

Feb. 28

Paper Format:
 2013 W-2 & 1099
 Federal Filing

OR

Mar. 31

E-file format:
 2013 W-2 & 1099
 Federal Filing

Payroll TIP: The IRS is Serious about 1099s!

Make sure to have all independent contractors complete Form W-9. For anyone operating a trade or business and paying a non-employee service provider (not a Corporation) compensation of \$600 or more per year for services, the IRS requires the filing of a Form 1099 MISC. This form must be provided to the independent contractor by January 31 of the year following payment. You must also send a copy of this form to the IRS by February 28th.

SPECIAL OFFER: Sign up for payroll services with SHS by February 28, 2014 and receive FREE set-up AND your first month's payroll at NO CHARGE!

Announcing our Big Move to Rockville Town Square

SHS Services has relocated to Rockville Town Square and we couldn't be more excited. The move was in response to the need for more space to accommodate our growing team and to more effectively and efficiently be able to service our client base. 2013 saw significant growth for SHS Services and that trend is expected to continue in 2014. As more and more

5 Tips to Get Your Business

Organized for 2014

Get the year started off right. Below are 5 simple tips to help organize your business.

- Purge Your Office- Keep the basics and anything you've used in the past year; all else can go.
- Organize Your Paper Files-Shred anything that's out-of-date or no longer relevant to your business.
- Use the Cloud for Storage and Sharing-Housing files in the cloud can help clean up your personal storage, as well as save valuable time spent emailing documents back and forth.
- Meet with a Tax Advisor-Don't wait until it's time to file your returns to start thinking about taxes.
- Take Charge of Your Books-If you haven't updated your process lately, think about options for a more efficient manner to manage your books.



A Big Question for Small Businesses...How Many Sick Days Should You Give?

An often highly debated and tricky topic for sure is the question of how many sick days companies should offer to employees.

Although it can be expensive, not giving sick days to employees can be just as costly. Sick employees who report to work can spread illness in the workplace leading to absences of other employees. In addition, it's also important to think about the message that's being sent if a company doesn't offer sick days. Almost 80 percent of full-time employees and 25 percent of part-time employees receive paid sick days from employers.

So what is the right number of paid sick days to provide? According to the U.S. Department of Labor, Bureau of Labor Statistics, the average number of paid sick days is 8 for employees with a tenure of one year or more and 10 paid sick days for employees with a tenure over ten years.

In determining the best route for you, consider the perception you want to set for your organization, the size of your company and the role of your employees. This will help lead you to the right decision for you

small businesses are looking for an alternative to handling payroll services in house, SHS Services is a perfect fit. We can effectively streamline your payroll process, improve your productivity and relieve administration headaches all in an affordable manner. Want to learn more? Give us a call!

Looking to Streamline Your Payroll? We Can Help!

Have you ever considered outsourcing your payroll processing? Think about the time it could save you and your team! At SHS Services we manage the time-consuming tasks of online payroll processing and employee payroll tax filing so you can focus on running your business.

We offer:

- Online account management for employer and employees
- Payroll (weekly, bi-weekly, semi-monthly, and monthly)
- Electronic tax filing and remittance
- And so much more!

Contact Us

SHS Services, LLC
104 S. Washington Street
Rockville, MD 20850

(301) 710-0930 Phone
(301) 859-4114 Fax

email: info@shsservices.com

Email to friend:

We greatly appreciate your referrals.
Please forward this to anyone you
think would benefit from the abilities
of SHS Services/SHS Payroll.

Unsubscribe

If you did not request to receive this
message, click the link to
unsubscribe.