

# The Daly Harold

Business Winter Edition

December 2010

## Call Us For Your Business Retirement Plans!

**SIMPLE/ SEP-IRA**

**IRA/ROTH IRA**

**Money Purchase/Profit Sharing**

**401K/Simple/Individual K/Single K**

We can help you select the correct plan. It is important that you have a plan that meets your investment and retirement goals and fits in with your tax planning. We are knowledgeable about both investments and tax consequences.

**SALES TAX REMINDER**, any of your customers who do not pay sales tax must fill out a new Resale Certificate. Otherwise you may be responsible for that tax!

**Your unemployment experience rate.** If you had payroll for 08, 09 and 10 and have had no claims then your 2011 rate should be .7%. You will receive forms from IDES sometime in December and only have 15 days to protest if they are wrong.

Please forward your rate and booklets to Anne ASAP.

Don't lose your experience rate. If you already have a good rate, make sure you have at least \$100 payroll each year to keep your good rate.

Report new employees to IDES! It's the law!

**SALES TAX** is due to the state the 20<sup>th</sup> of each month and we like to receive your information no later than the 5<sup>th</sup>. Reminder: 4<sup>th</sup> quarter and annual sales tax returns are due January 20<sup>th</sup>. Please have your information to us no later than January 5<sup>th</sup>. If you received your pre-printed sales tax forms, please forward them to us as soon as you get them.

**PAYROLL TAX** is due February 1<sup>st</sup> and we would like to receive your information no later than the 5<sup>th</sup>.

**Employees-** in December, Anne will mail you a list of your employees that we have on file and ask you to verify their information. If you do not send that list back, we will assume that all your employees' names, addresses and social security numbers on the list are correct. There will be an extra charge if we have to re-do W-2's, so please inform us of changes now.

**FUTA Deposits-** in December, Anne will mail you the list of your FUTA deposits and ask you to provide us with the check number and the date that each deposit was made. If you do not send that form back, we will assume you did make all the FUTA deposits. If we complete the 940 form showing these payments, and it turns out that you did not make them, you will be charged a penalty and interest by the IRS.

**Employee Summary Sheets and Payroll Deposit Records** – You can provide your payroll information to us either on our forms or with QUICKBOOKS reports. If we get them ANY other way, there is an additional charge. We would prefer not to charge you extra; we prefer to get your information timely and in the proper format.

**1099s** are due to the subcontractors on February 1<sup>st</sup>, to the IRS on March 1<sup>st</sup>, and your information is due to us no later than January 5<sup>th</sup>. Anne will have already mailed to you the list of your 2009 subcontractors. Please supply us with the total amount paid in 2010 for each subcontractor, make corrections to the list if necessary, and supply us with any 2010 subcontractor's name, address and tax identification number if they are not on the list. This is for ANYONE or ANY BUSINESS to which you paid more than \$600 for the calendar year 2010, unless the business was incorporated. When you pay a business that is incorporated, even though you do not need to issue them a 1099, we do recommend that you keep in your files a signed statement from them that they are incorporated along with their full name, address and FEIN. Don't forget that you have to issue a 1099 to an attorney used for business for ANY amount, EVEN if they are incorporated.

## PLEASE VISIT OUR WEB PAGE

For information on our three companies, latest newsletters, recommended reading, and ADVENTURES

Jaeger, Daly & Company  
Investment and Insurance  
Consultants

College Planners, Inc.  
College Financial  
Aid Experts

Susan H. Daly, Ltd.  
Tax and Financial Consultants  
Business and Personal

[www.jaegerdaly.com](http://www.jaegerdaly.com)

[www.collegeplanners.com](http://www.collegeplanners.com)

[www.susanhdalyltd.com](http://www.susanhdalyltd.com)

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## YEAR END ACCOUNTING

- Please make sure you have your year-end accounting to us in January if you'd like to have your return filed by the March 15<sup>th</sup> deadline.
- If you have any new loans in 2010, we need a copy of the loan paperwork and we need to know how the proceeds were used.
- If you purchased any major assets, I need a copy of the purchase paperwork.
- If you sold or disposed of any assets in 2010, we need to know which one, how much you received for it, and what you did with the proceeds.
- Are all deposits income? If there are some loans or non-taxable deposits, please make sure that we know about them. Otherwise it will be incorrectly counted as income and you will pay taxes.
- If there are any personal expenses you paid out of the corporation, please make sure that we know about them. Don't do that in the future. Take money out of the corporation first, and then pay personal expenses with your personal checking account.
- If you paid any expenses that did not go through your business checkbook, and they are not accounted for in your accounting already, we need to know about them. If expenses were paid by credit card and are not accounted for in your accounting already, we also need to know about them.
- Make notes for us about anything you are not sure of or that you specifically want us to review.
- We need your check stubs, or your summary of expenses, and all your 2010 bank statements and cancelled checks.

## Protesting Unemployment Claims

You will NOT be the chargeable employer if the employee has worked less than 30 days. **This is 30 days worked**, not 30 days from the date of hire. Review all new employees after they have worked 15 days. Put them on probation if there are ANY problems. Dismiss them BEFORE they have put in 30 days. Not only will you not be the chargeable employer if they collect unemployment (your rate will not go up), but it is better for the employee, if things are not going to work out, to let them go early.

You can protest a claim if you fire an employee for misconduct, but the burden of proof is on the employer. It must be a violation of KNOWN and REASONABLE rules. It is better if you have your rules written in an office manual. Excessive absenteeism or tardiness that is deliberate and willful could be grounds to protest a claim. Make sure you write up misconduct and make it clear when misconduct will result in termination.

For voluntary leave the burden of proof is on the claimant that their leaving was attributable to the employer.

Make sure you file your protest immediately, in fact, get it ready to file the day the employee leaves.

## QUICKBOOKS

We are now compatible with QuickBooks 2011. We are now using a feature in QuickBooks called the accountants review copy. When you send us your QuickBooks, send us an "Accountant's Review Copy" instead of a QuickBooks backup copy. This will allow you to continue using your QuickBooks while Susan works on your previous year's accounting. Remember to use a dividing date of the day you make the review copy. Make sure bank accounts and credit cards are reconciled prior to sending. Use "to do" notes or suspense if there is anything special you want us to review. After we make adjustments to your QuickBooks data we return the review copy to you, be sure to import the changes. If you want to review your QuickBooks or need lessons, please do so before January or after April.

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