



WILLIAMS & KECKLER, LLC

Certified Public Accountants



808 South A Street, Suite 2

Richmond, IN 47374

765-962-1040 !

Client Newsletter

April 2010 ~ Issue # 24

www.keckler.com

219 East Main Street

Eaton, OH 45320

937-456-4393 !

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Points of interest:

- Indiana Personal Property Tax Forms Due May 15
- 1st Quarter Payroll Reports Due April 30
- Ohio CAT Tax Due May 10
- Both Offices Closed April 16

Thank you clients!

We would like to take this opportunity to thank you for your continued loyalty and patience through this year of adjustment and our first tax season without James Keckler, CPA, the firm's former managing partner. Thanks to your patronage, Williams & Keckler, LLC remains strongly rooted in Richmond, Indiana.

Jan Williams, CPA, Lori Greutman, CPA and the entire Williams & Keckler staff are dedicated to providing the professional services that meet your needs. Please don't hesitate to call our office at 765-962-1040 or 1-800-761-9077 with any questions, comments or suggestions.

Consolidating Operations

Due to our commitment to providing professional services at reasonable fees, it has become necessary for us to consolidate our operations into one location, namely our Richmond office. This change will enable us to provide more services and resources to our clients as our Richmond office is fully staffed and equipped to handle a broader range of client needs.

Williams & Keckler, LLC was established in Richmond in the early 90s when Jan Williams, CPA and James Keckler, CPA merged their practices. Each had operated successful offices for 10+ years before their merger. In January 2008, they purchased the firm of Englert and Pollock, CPA (in Eaton, Ohio), as Larry Englert began plans for retirement. Lori Greutman, CPA was named a partner in July 2009 and manager of the Eaton, Ohio office. However, the untimely death of James Keckler makes it necessary for Lori to return full-time to the Richmond office which leaves the Eaton office without a full-time CPA.

We ask for your flexibility and understanding through this necessary adjustment. Our office in Eaton will remain staffed and open through the first of May when the files will be securely transferred to our office in Richmond. We will continue to provide pre-arranged pickup, delivery and mail services to clients in the Eaton area once that office is no longer staffed.

If you've not already visited our Richmond office, please plan to. We are conveniently located one block west of the historic Leland Residence. See the back page of this newsletter for map and directions.

Quarterly Payroll Taxes

First Quarter Payroll Tax forms are due in April. If our office is not already preparing your returns, why not consider engaging our firm? We can complete all of the forms along with filing instructions.

Let us take some of the burden from you!

Extensions:

Need more time to file your tax return?!

Do you realize filing a Form 4868 (application for automatic extension of time to file) grants you up to six additional months to complete your return? Even if you have no problem filing by April 15, getting an extension might be advantageous in certain situations. **Be aware, however, that Form 4868 extends only your filing deadline; it does not give you more time to pay taxes due.**

Indiana Personal Property Tax



If we are not already doing so, consider engaging our firm to prepare your Indiana Personal Property Tax forms.

Indiana Personal Property Tax Returns are due with the assessor May 17. No extensions are granted in Wayne County and late returns are assessed a penalty. Personal property typically involves moveable items that are not permanently affixed to a physical structure including farm equipment, appliances that are not “built in” to the structure, vehicles, furniture and similar items. In order for us to accurately prepare your returns please review your depreciation schedule from your tax return to update the equipment listing. Taxes on the reported values are due in two installments May 10, and November 10, of the following year.

For more information, or a quote for this service please call our office.

Become an E-mail Ninja to Survive

Is it possible to clear out your e-mail inbox – and keep it clear – daily?

When you are not on top of your e-mail, you feel out of control, and it makes you look unorganized or incompetent if you don't respond to e-mails in a timely manner. Therefore, becoming an e-mail ninja is an essential survival skill.

1. **Make it your goal to process every message** – which isn't the same as answering every message – and empty your inbox every day.
2. **Read each message once, answering this question quickly: “Am I being asked to do something?”**

If so, there are only three possible actions:

- **Do:** Take action on the task now. Follow the two-minute rule: If you can do what is being requested in less than two minutes, do it immediately
- **Delegate:** Pass the task along to the person best equipped to handle it.
- **Defer:** Make a conscious decision to do the task later. Either add the task to your to-do list or schedule an appointment with yourself to complete it.

If the e-mail is not actionable or you have already acted on it, you have these two options:

- **Delete:** Determine whether you will need the information later. If not, delete it.
 - **File:** Think you might need the information later? File it.
3. **Use keyboard shortcuts.** Nearly every mouse action has a keyboard equivalent. Every time you use your mouse you must take your hands off the keyboard, which takes extra time.
 4. **Let e-mail rules filter the low-priority stuff.**



QuickBooks Online

Would you like an accounting software option that allows you to enter data from anywhere there is a computer with an internet connection available? Why not consider using QuickBooks Online?



Easily creating and managing invoices

Work from the office, home, or the road - You can have anytime, anywhere access from any Internet-connected PC or Mac, and you can even view your company data from an iPhone™ or Blackberry®.

Work with colleagues in other locations - Easily connect with other users whether it's your accountant or a partner in another state.

Customer data at-a-glance - Instantly, you will see how much you have estimated and/or billed, how much customers have paid and how much they owe you.

Your data is safe and secure - To ensure your data's security over the Internet, QuickBooks Online uses the same data-encryption technology as leading banks, and your data is backed up daily.

Our staff can assist you with company set up. Once you are set up, familiar onscreen forms like checks and invoices make it easy to start working right away. If you have any questions or need assistance contact our office and a staff accountant can assist you.

Other advantages include:

Tracking sales and expenses

Get Your Company Snapshot - See your company's "big picture" in easy-to-understand charts, graphs and overviews.

Intoxication: Euphoria at getting a refund from the IRS, which lasts until you realize it was your money to start with. ~ Author unknown, from a *Washington Post* word contest

I-9 Forms: The 5 Most Common Mistakes And How To Avoid Them



It's remarkable that a seemingly simple, one-page form—the Form I-9—can cause so many headaches. *The Employment Eligibility Verification* form is meant to verify the employment eligibility of an employee through his or her identity and work authorization documents. The form must be completed and maintained for all employees (citizens and noncitizens), hired after Nov. 6, 1986.

Here are the most common mistakes employers make:

- 1. Using an outdated version of the I-9.** Currently, the version with the date 08/07/09 in the lower right corner is required. Check the following web site regularly to ensure you are using the most current form www.uscis.gov/I-9.
- 2. Failing to complete the form fully.** Often employers don't complete the entire I-9. *One idea:* Keep in your files a fully completed form as an example to ensure that you include the appropriate information in all sections each time you complete a new I-9. *Another idea:* Have a blank I-9 and highlight the sections that must be completed to ensure you are doing so.
- 3. Not using Section 3.** Section 3 can save time and paperwork when used properly to update certain information about an employee or to re-verify the person's status rather than complete another form.
- 4. Photocopying only part of a document.** As an employer, you have the option whether or not to photocopy the documents presented by employees (driver's license, etc.). If you choose to keep photocopies of documents, make sure you *photocopy both sides* of the document—not just the front side.
- 5. "Over-documentation" in Section 2.** The I-9 requires an acceptable List A document *or* List B and List C documents. You don't need List A, B and C documents.

Tax Trivia



1. Gifts, bequests and inheritance income are considered taxable income to the recipient.
True or False?
2. Taxpayers may indicate on their tax returns that money be given to the Presidential Election Campaign Fund. How much money was given to the Fund from 2008 tax returns?
A. \$72 million B. \$50 million C. \$14 million D. \$5 million
3. What was the dollar total of 118 million individual refunds in 2008?
A. \$1.1 million B. \$3.8 million
C. \$270.4 billion D. \$350 billion

(See our website www.keckler.com, or the next issue, for answers)

Answers to *Tax Trivia* - January 2010

1. TRUE. The Extended Home Buyer Credit extends to “long-time residents”
2. C. 2009 IRS mileage rate was \$.55—2010 is \$.50.
3. C. 1/2% error rate of e-filed returns



Our Richmond office is located at 808 South A Street, Richmond, IN.

From Eaton take US-35 W to I-70 W, take Exit 156A for US 40 W. Follow US 40 W approximately 4 miles to South 8th Street and turn left. Our office is one block from the turn at South 8th and South A St.

We are located on the lower level. An elevator is available.

WILLIAMS & KECKLER, LLC CERTIFIED PUBLIC ACCOUNTANTS

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Tax Calendar
 [Reflects the most
 common due dates]

808 South A St., Ste 2, Richmond, IN 47374
 AND 219 East Main Street, Eaton, OH 45320
 Richmond: 765-962-1040 Eaton: 937-456-4393

April 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3 Office Open 8-12
4 Easter	5	6	7	8	9	10 Office Open 8-12
11	12	13	14	15 1st Qtr est Monthly 941 dep OH monthly pyr1 *	16 Both Offices Closed	17
18	19	20 IN early filer due (sales & payroll)	21	22	23	24
25	26	27	28	29	30 IN mnthly tax due Qtrly pyr1 taxes due	

May 2010

* April 15 - 2009 ind, ptr, gift tax, estate and trust tax returns

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9 Mother's Day	10 OH CAT Tax	11	12	13	14	15
16	17 IN PP Returns, Monthly 941 dep OH Mthly pyr1 tax	18	19	20 IN early filer due (sales & payroll)	21	22
23	24	25	26	27	28	29
30	31 Memorial Day (office closed)					

June 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 IN monthly tax due (sales & payroll)	2	3	4	5
6	7	8	9	10	11	12
13	14 Flag Day	15 2nd Qtr Est Monthly 941 Dep OH Mthly pyr1 tax	16	17	18	19
20 Father's Day	21 IN early filer due (sales & payroll)	22	23	24	25	26
27	28	29	30 IN monthly tax due (sales & payroll)			