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NEWSLETTER

SEPTEMBER 2004

HAPPY LABOR DAY

We now return to our fall hours: Monday to Friday 8:00 a.m to 5:00 p.m.

INDIANA BUSINESS ENTITY REPORT

Corporations and other for-profit-entities must file the Report every two years. In the past the Report was mailed by the Indiana Secretary of State to the corporation or entity's registered agent. Effective immediately, the Indiana Secretary of State will no longer mail you this report. Instead, you will receive a postcard telling you to file the Report online. For those of you who do not have access to the internet, or want us to prepare it for you, we can, **for a modest fee**, file your Report on line.

VENDOR'S CHARGES

When you buy milk from your favorite grocery store, do you get a dozen of donuts for free? When you go to a quick lube station for a lube job and oil change, do you also get a tank full of gas for free? When you visit your family doctor and he prescribes medication, does the pharmacy give you the prescription without charging you for it?

The answer to the above three illustrations of course is NO!

By the same token, when we prepare your monthly booking, payroll and related reports, and annual income tax returns, our fees are for those services only. Those fees do not cover the time we spend with your attorney, insurance auditors, preparing valuation reports, calculating the income tax cost if you sell your business, and other research questions. Accordingly, expect to be billed for services you request that are beyond the normal monthly fee and income tax return preparation fee

CORPORATE TAX RETURNS ARE DUE SEPTEMBER 15TH

Remember, we cannot prepare your individual return, even if extended until October 15th, until your corporate return is completed, if a Sub-S.

THIRD QUARTER ESTIMATED INCOME TAX PAYMENTS ARE DUE SEPTEMBER 15TH

A reminder to send in your 3rd voucher to IRS and Indiana, where applicable, by 9/15.

SEPTEMBER IS A QUARTER-END - Send us your forms.

Thanks for your business and do refer your friends to us. We appreciate the business.

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