

Bottom Line Advice

from SHS Services, LLC/SHS Payroll LLC

March 2014

Message from the CEO

I wanted to take this opportunity to thank our many loyal clients for the ongoing trust you place in us. It is a joy for our team to assist with your payroll and bookkeeping needs. Thank you also for the referrals you give to us. If you know of others who may benefit from our payroll and bookkeeping services, we'd love to meet them.

As always, we also encourage you to use us as a resource when other business needs arise. Whether you have HR, 401(k), insurance or timekeeping needs, let us know. We'd be happy to refer you to someone in our network of industry experts.

Sincerely,
Steven H. Suissa, President

Upcoming Tax Deadlines:

March 31, 2014

- 2013-W2 and 1099 Federal Filing

April 15, 2014

- Deadline to file individual tax returns (Form 1040, 1040A, or 1040EZ) for the year 2013 or to request an Automatic Extension (Form 4868).
- Last day to make a contribution to traditional IRA, Roth IRA, Health Savings Account, SEP-IRA or solo 401(k) for the 2013 tax year.
- 1st quarter estimated tax payments due for the 2014 tax year.
- Final deadline to file an original tax return (Form 1040) for tax year 2010 and still claim a tax refund, as refunds expire three years from the original due date of the tax return.
- Final deadline to file amended tax return (Form 1040X) for tax year 2010 and still claim a tax refund.
- Deadline to file partnership tax returns (Form 1065) or to request an automatic 5-month extension of time to file (Form 7004).
- Final deadline for estates, trusts, or partnerships to file an amended tax return and still claim a tax refund for the year 2010, as refunds expire three years from the original due date of the tax return.

Not Prepared?

Don't panic or incur needless penalties: Call SHS today to get ahead of the issues or to file an extension.

Employer Payroll Tax Obligations for Tipped Employees

10 Reasons to

Employers with tipped employees have payroll tax withholding, payment, and reporting responsibilities for tips that are considered taxable compensation. Some employers will qualify as large food and beverage establishments and may be subject to special tip allocation and reporting rules. If you're an employer, you have different payroll tax obligations depending on various factors. One of the factors is having tipped employees. If you have employees who receive cash tips from your customers, the tips may constitute taxable wages for payroll tax purposes. This designation subjects you as an employer to additional payroll tax withholding, reporting and payment requirements. An employee's cash tips are not taxable wages unless they amount to \$20 or more in a calendar month, and the employee reports them to you by the 10th of the month following the month in which they were received. Once the \$20 threshold has been reached, however, all cash tips are wages, including the initial \$20.

You are responsible for withholding income taxes and FICA (social security and Medicare) taxes on reported tips, and for paying the employer's portion of FICA and FUTA taxes on them, even though you have no control over the amount of tips the employees receive. This includes withholding for the 0.9 percent FICA Medicare surtax. You are not responsible for verifying the accuracy of the amount of tip income your employees report to you. Rather, the employees are responsible for the accuracy of their own tip reports.



Payroll Tip: Keeping Old Records

Federal and some state laws require that employers keep certain records for specified periods of time. For example, W-4 forms (on which employees indicate their tax withholding status) must be kept on file for all active employees and for three years after an employee is terminated. You also need to keep W-2s, copies of filed tax forms, and dates and amounts of all tax deposits. Have a question about how long to keep other files or documents? [Just drop me an email.](#)

SHS Testimonial

"Signing up for payroll services with SHS was one of the best decisions we made when starting our business. Not having to worry about paying both employees and taxes on time has allowed us to focus on growing our business. I always feel comfortable calling or emailing SHS whenever any issues arise, and their response is always friendly, timely, and helpful. "

- **Lewis J. Hixson**, Preferred Insurance Solutions

Join SHS Services

Looking for a reason to have SHS Services handle your payroll needs. Here are 10!

1. Premier provider of a wide range of payroll and financial services uniquely catered to your business.
2. Locally owned and operated and conveniently located in Rockville Town Square, SHS Services understands the needs of businesses in the local market.
3. Proven track record with hundreds of delighted clients.
4. Big company services with small company attention.
5. Single point of contact assigned to handle any and all needs.
6. Work that is accurate, professional and done right the first time.
7. Seasoned professionals with every payroll and bookkeeping specialist on the team having a minimum of 20 years of experience.
8. Access to a network of industry professionals in a variety of fields including HR, insurance, and 401(k) who are all experts in their area.
9. Comprehensive payroll services including: online account management for employer and employees, payroll done weekly, bi-weekly, semi-monthly, and monthly, electronic tax filing and remittance, vacation, sick and PTO leave tracking, direct deposit and live checks, new-hire reporting, time and attendance solutions and more.

SHS Services Loves Referrals!

SHS Services wants to continue to grow and we need your help! Any business with employees is a great referral for us.

Simply send us the names of business associates, family members or friends that could benefit from outsourcing their payroll or bookkeeping needs, and we'll take it from there. If they turn into a SHS Services client, **you will receive One Free Month of Payroll Services**. It's that easy!

10. A team of dedicated experts who truly care.

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.