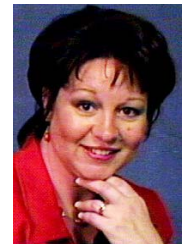


# SUE'S NEWS

**WE ORGANIZE IT!**  
Solutions for Homes & Offices



January 2005

## Taming Tax Time Terrors

Ah, the year 2004 has gone away and 2005 is just beginning. For many of us, a New Year often means familiar resolutions to "reduce stress" and "lose weight". This year, how about doing both by preparing early for Tax Season? The weight lifted off your shoulders with wise planning will surely reduce your stress!

What to Do:

- **Start early.**  
As soon as you have your year-end information, (given all of your other paperwork is in order) make an appointment with your tax accountant. The earlier you file, the quicker your return.
- **Keep accurate records.**  
Receipts are sometimes as valuable as cash. If you paid out \$387.00 for busi-

ness expenses, your receipts need to add up to \$387.00. Accuracy avoids accidents. (I photocopy my receipts so I have a hard copy that lasts.)

- **Know where your records are.**

Using the "shoebox" method of collecting receipts is a surefire way to hand over more money to your accountant and the IRS. Your accountant charges for time taken to go through your mess, you will miss deductions because of

lost/misplaced receipts, and an audit is the last thing you want if you keep poor records!

- **Use last year's tax schedule to organize your records.**

Or, If you are using a computer software such as Quicken or QuickBooks to keep track of your finances, then your records and receipts should match the categories set up by the software. (i.e. Marketing/Advertising; Legal/Professional Fees; Interest Earned, Donations; Child-care; Medical, etc.)

Remember, although April 15th may just be a distant thought in the back of our minds, a little preparation now can go a long way towards easing the stress and expense of Tax Time.

### DID YOU KNOW?

THE MONEY YOU SPEND ON TAX RETURN PREPARATION IS ALSO TAX DEDUCTIBLE?

MANY OF US FORGET THIS IMPORTANT TIDBIT!



## Too Embarrassed to Ask For Help?

Sometimes even the best efforts to get organized can leave us feeling overwhelmed and embarrassed about the situation we find ourselves in. Before you continue feeling this way about your situation, consider this:

When going to the hairdresser, chances are good you don't trim up first so the stylist won't see your uncut hair.

When your car needs to go in the shop, I doubt you fix it first so the mechanic

won't see it broken.

Nor do we get well before seeing the doctor—we see him or her when we are ill.

Are you getting the picture? If it's difficult for you to get organized, why should you feel any more embarrassed than I at the fact that I can't change my own oil? If I could, I wouldn't need mechanics. That's their job, that's what they do.

In the same way, my job as an Organizing Consultant is to help you reduce stress by

streamlining your work processes so you accomplish more each day, find what you need faster by reducing clutter, and improve the quality of your life by helping you gain control of your surroundings.

Your job as a client is to reap the benefits of a peaceful environment and the lifestyle of confidence it produces.

Hmmm, doesn't sound so embarrassing now, does it?

So what are you waiting for?

**Are You Ready? Call Sue Zepeda Today at 520-591-9331 or email [weorganizeit@cox.net](mailto:weorganizeit@cox.net).**