



The Bottom Line

JANUARY 2017

- Office in historic Germantown
- Year round tax services
- Business consulting, growing your business, start-up plans and seminars
- Online bookkeeping
- Your one stop shopping for small businesses
- Walter M. Moyer, President

Tax Season Office Hours

107 W School House Ln
Mondays
1:00PM to 5:00PM

Wednesdays
1:00PM to 7:00PM

Saturdays
(starting in February)
10:00AM to 4:00M

Phone
215-238-0230

Fax:
215-701-7538

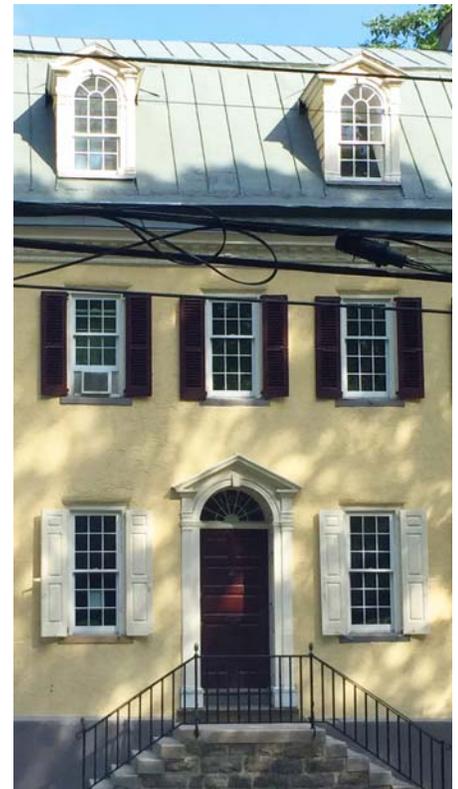
www.thebottomlineinc.net

One Office in Germantown

For over a year we have been comfortably situated in our new Germantown office at 107 W School House Lane. Last tax season, with the expanded space, we were able to offer our clients coffee and tea, free wifi and television while they waited for their tax returns. Several clients told us how they appreciated the easy to find street parking and the added privacy a large office space gave them.

Since the new Germantown space has proven so successful we've decided to close our Center City office. From now on we will only be taking appointments in our Germantown office.

With the digital age it's possible to have your returns done without an office visit. More and more of our clients are choosing to upload their tax documents to our secure portal and then schedule a phone appointment to discuss their financial situation. There are a variety of options. If you're interested in setting up a "virtual" appointment contact Carolyn at thebottomline@thebottomlineinc.net



Our office is located in the historic James Matthews House, across the street from Pennsylvania School for the Deaf

The Bottom Line Deadlines

Keep track of these dates to make sure your tax returns are filed on time.

- **January 15** - All businesses and individuals who file 1099s for independent contractors should get us information so we can file the required documents by the January 31 deadline. **This year the IRS will issue penalties for filing late 1099s.**
- **February 28** - All corporations and partnerships should send us tax documents and financial records for 2015 so we can file returns by the March 15 deadline
- **March 31** - We guarantee to complete and file returns for individuals and couples who give us all their tax documents by this date. We still accept clients after March 31, but depending on how complicated your taxes are, an extension may need to be filed.
- **April 15** - **Our office closes at 5:00 and will not reopen until May 1st.**
- **April 18** - Federal, state and local returns are due or an extension must be filed. Payments for underpaid 2016 taxes are due today, even if you file an extension.

Wally Joins Pennsylvania NATP Board of Directors

In November Wally was elected to the Board of Directors for the Pennsylvania chapter of the National Association of Tax Professionals. NATP provides support, education, products and services to tax professional throughout the country. Both Wally and Carolyn have taken their workshops and seminars.

“It’s an organization of the best tax professionals I know,” Wally says. “I hope that through this service I will continue to learn more to help my clients, teach new accountants/tax practitioners and to advocate locally for taxpayers in our State and in the City of Philadelphia. “

Tax Season

Appointment Times

Mondays

1:00PM to 5:00PM

Wednesdays

1:00PM to 7:00PM

Saturdays

(starting in February)

10:00AM to 4:00PM

All appointments at
107 W School House Lane

2016 Tax Organizer

If you would like a tax organizer based on the returns we prepared for you last year, contact Carolyn (carolynwest@thebottomlineinc.net) You can also find helpful spreadsheets and worksheets on our website at www.thebottomlineinc.net

The Safest Way to Send us Your Tax Documents.

Protecting your personal information is important to us, that’s why, for the past few years, we’ve encouraged you to use our secure client portal (<https://thebottomline.securefilepro.com/>) to send us your tax documents. If you haven’t activated your account yet (or aren’t sure if you have) let Carolyn know (CarolynWest@TheBottomLineInc.net) and she’ll send you an activation email.

Using the portal is easy and it makes sure your personal information stays personal.

A Hassle Free Way to Scheduling Your Tax Appointment

Scheduling an appointment with Wally has never been easier. As in the past, you can call our office (215-238-0230) or send us an email (TheBottomLine@thebottomlineinc.net) and Carolyn will be happy to fit you into our calendar. You can also schedule your appointment on line.

Just go to our website at www.thebottomlineinc.net and you’ll see links to schedule an office appointment or a phone appointment. You’ll be able to pick the day you want and see what times are available.