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Newsletter

We hope you all enjoy the summer months. We appreciate your business and look forward to assisting you with your future tax planning needs.

Extended Tax Returns Due by October 15th

If you are one of the clients that filed for an extension, please note that your completed tax returns with any tax owed is due by October 15th. We would appreciate having all your 2015 tax documents to us by August 1, 2016.

How to Keep Your Identity Safe on the Internet and All Your Devices

With the convenience of taking your phone or tablet with you everywhere you go comes the risk of identity thieves using sophisticated technology to steal your identity. The following are the latest suggestions to protect your identity:

- **Avoid phishing scams.** Don't click on any links that are emailed to you from an unfamiliar source.
- **Don't hand out your personal information over any device.**
- **Don't overshare on social media sites.**
- **Don't use public WiFi networks.** Only input personal data when you see the "s" at the end of the "https" URL. This stands for "secure" and it means your information will be encrypted.
- **Don't use Bluetooth.** When your Bluetooth is active, hackers can see the networks you've been connected to previously, mimic them and then fool your device into connecting to their Bluetooth. Be sure to wipe your history often - and don't keep your Bluetooth on all the time.
- **Wipe your devices before getting rid of them.** Make sure to completely wipe your hard-drive of data before trading in, donating or disposing of your electronic device.

Be proactive and keep your defenses strong regarding your personal information at all times.

How Long Should Your Business Keep Payroll Tax Records?

The IRS says to keep payroll tax records for at least four years after the due date for employees to file their income tax returns for the particular year. Records to keep include wages, payment dates and employee data (names, employment dates, SS#, address, etc), and W-4 forms, payroll returns, and amounts and dates of tax deposits. Copies of worker health coverage (1094 and 1095 forms) should be kept for at least three years after the deadline for filing these documents.

Summer Office Hours

Please note that our office will be closed July 25 - 29. We will reopen at 9 am on Monday, August 1st.

Also, please note our regular office hours for the summer are Monday - Thursday from 9 am - 2 pm. Please feel free to contact the office if you need our assistance outside of these hours, and we will make alternate arrangements for you.

As always, if you have any questions, or need additional information, please contact our office.

Sincerely,

Kevin J. Zulch and Jennifer R. Neese
Zulch Tax Consultants & Accountants