



October Deadlines, New Sexual Harassment Law in NYS and Disaster Preparedness Information

The following are due in October:

10/15: Extended Personal and C-Corporation Returns

10/31: 3rd Quarter Payroll Tax for the quarter of July 1-September 30

If we have not yet received all of your 2017 tax information, please reach out to your individual preparer to discuss the status of your return.

New Law for New York State Employers Regarding Sexual Harassment

On October 9, 2018 a new law goes into effect in NYS regarding sexual harassment in the workplace. This law which used to pertain to employers with more than four employees, now pertains to employers with one or more employees. Employers are required to update their employee handbook with specific wording pertaining to the new law, and all employees will be required to take part in an interactive training program. We suggest all employers and employees check the NY Division of Human Rights websites between October 1 - 9 for additional information.

<https://dhr.ny.gov/>

<https://dhr.ny.gov/sites/default/files/pdf/guidance-sexual-harassment-employers.pdf>

Disaster Preparedness

We suggest keeping your tax and financial documents safe from potential disaster (flood, fire, etc.) by scanning all your paper documents into electronic format with backup copies, and keeping them all in a protected place. Another good idea is to take pictures or video of the contents of your home and store them in a safe place off-site along with any pertinent insurance documents. If you have a business, you may want to invest in computer software for recordkeeping and run periodical backups. For added security and ID protection, we recommend removing the following items from your wallet and store them in a safe place: social security card, password lists, spare keys, blank checks, passport, multiple credit cards, birth certificate, receipts/warranties, and Medicare cards with social security numbers on them. It's a good idea to make a copy of the front and back of everything in your wallet in case your wallet is ever damaged or misplaced.



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