

# Helpful Tips

## Mileage Reports



Did you know claiming your business miles is one of your largest deductions? Keeping track of your business miles can be made easier by using any of the following methods:

- Download an app such as Mile-Q.
- Simply keep a log, journal or pocket calendar in your center console to enter mileage.
- Write your current mileage down on the top of each fuel receipt, which then can then be used to summarize mileage for the year.
- Ask us for a copy of our excel mileage spreadsheet template, which you can then use to record your mileage.

## Money Saving Tips



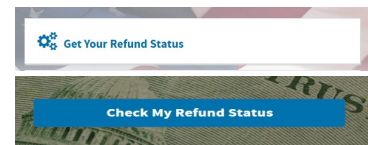
- You are paying us an hourly rate for quality work: Save on your billed time by opening your own envelopes, organizing your documents and only providing us with needed information.
- Get your documents and all required information to us before April 1st to avoid rush fees.
- Take clear pictures of documents sent by text, or other electronic media, by propping the paper up against something and taking the picture straight on. This will eliminate the shadows from your phone. Be sure the picture is not blurry and that all information can be read—don't cut off required information.
- Avoid IRS penalties and late fees by making quarterly Estimated Tax Payments throughout the year.

## Check Your Refund Status



During tax season, the office gets extremely busy and we don't always have time to help you check your refund status. If you have not received your refund within a reasonable time frame, visit [www.IRS.gov](http://www.IRS.gov), or use the **IRS2Go** phone app, to retrieve your refund status. Have your tax return handy so you can provide your social security number (or ITIN), filing status and the exact amount of your expected refund, in whole dollars. Following are specific instructions for the IRS website (this may vary for the phone app):

- Click on the link for “Get Your Refund Status.”
- Click on the link for “Check My Refund Status.”
- Fill in the required information from your tax return.
- You will see the status of your refund, indicated with a bar similar to the one shown, and a brief description of the status to the left of the screen.



You can also access the IRS website link by going to the **QASspace.com** website, clicking “Federal & State Links” from the menu at the top and clicking “Where's My Refund.”

# About Us

## Company Profile

If you are a new client, or would like to refresh your memory on the company's 20+ year history, please visit the website at [www.QASspace.com](http://www.QASspace.com) and click on the "Who Are We?" tab at the top of the page.

Quick Account  
Services, LLC



## Office Expansion

On October 1, 2019, I signed to take over the lease on the 2 room suite adjoining the original office. We now occupy both Suites #101 & #102. Also, during this tax season, I will be utilizing the skills of a very good friend of mine, Melissa Tallman, to start a satellite office in Ocala, Florida. I will provide information for Melissa at a later date. And so, the expansion continues.

## Principal

Everyone knows me, but I like to periodically post my information for those who are new clients and may not know my credentials. I moved from upstate New York to Texas in June 1985 and began working office and desktop publishing jobs. While working, I was afforded the opportunity to attend The University of Texas at San Antonio and have all expenses reimbursed with grades of A or B. I managed to make the Dean's List every semester and graduated with honors on May 13, 1995 with a BBA in Accounting. In November 1995, I sat for the CPA exam and passed all four parts on my first attempt. I am not a licensed CPA because that would prohibit me from performing some of the services I currently provide my clients. I do, however, do research every year on tax law changes and to gather the information to create this annual mailing. I have many clients that have been with me for 10-15 years and are located in many different states round the country.



## Office Manager/Bookkeeper

Hello! My name is Cathy Bendele. I have 20 years experience in administrative work and have been specifically concentrating on bookkeeping for the last 7 years. I am happy to work alongside Cindy to continue learning the industry and building this company. I am a proud mom of two active children: Jaycee is 13 years old, plays volleyball and softball and is active in many school clubs including Yearbook Committee, Historian for her schools' NJHS group and Partner Sports. Brody is 12 years old, plays baseball, basketball and football and enjoys hunting and fishing. My husband of 15 years, Justin, owns and operates a local automotive shop and volunteers in many sporting/coaching events. My hobbies include summertime activities in Rockport, TX, crafts/ home decor and cheering on my kids in the stands. My duties at QAS include most of the QuickBooks and bookkeeping work and helping to keep the office running smoothly, whatever that may take.



## Operating Hours

### Tax Season — February thru April

Monday thru Friday—9:00 a.m. to 6:00 p.m. (last appointment)  
Saturdays by Appointment Only

### Off Season—May thru January (when not on annual vacation)

Monday thru Friday—9:00 a.m. to 5:00 p.m.  
Office may close earlier on some days—call ahead.

### Closed for Annual Vacations

- From the last week in May thru the second week of June.
- One week in August to be determined.

### Cathy's Hours

Jan. thru May & Sept. thru Dec.  
Monday thru Friday with Wednesday Off  
8:30 a.m. to 2:30 p.m.  
June, July & Aug.—very limited hours, if any.

Cathy takes care of most of the bookkeeping work. So, if you need help with QuickBooks, give her a call or send her an e-mail to [CathyB@QASspace.com](mailto:CathyB@QASspace.com).

**We are looking forward to working with you  
in the coming year.**