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Inside AICPA, January 25, 1993

American Institute of Certified Public Accountants (AICPA)

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January 25, 1993

Staff Anniversaries

Congratulations to the following staff members who last week celebrated various anniversaries with the Institute:

Anniversary

Rosalie Donahue	Tax Adviser	9th
Lori Kivetz	CPE Educational Support Services	9th
Margaret McDonald	Office Facilities	9th
Phyllis Bernstein	Personal Financial Planning	8th
Alberta De Vore	CPE Marketing Services	6th
Carmen Hidalgo	Programming & Systems	6th
Michele Reid	Order	6th
Carla Ciuffo	Electronic Imaging	5th

The Company Store at Harborside

For your shopping pleasure, attached (for Harborside staff) is a 1993 invitation to the Estee Lauder Company Store. The Company Store is located on the atrium level in Plaza II. To gain access to the store, present this invitation along with your AICPA I.D. Also, any N.Y. staff member visiting the Harborside office wishing to shop at the store can pick up an invitation in Human Resources.

An Important Safety Message

NOT ALL FIRE ALARMS ARE FIRE DRILLS.

For your personal safety, we request that whenever you hear the fire alarm you leave your desk, closing office doors in your area, and line-up quietly in the corridor. It is important to remain quiet so that everyone can hear the Fire Safety Director announce instructions giving us critical information about our course of action. Depending on the location of the PA's - hearing the announcements can be difficult for some employees. Talking makes it nearly impossible. It is imperative that you follow these instructions each time you hear the alarm. These fire safety guidelines are issued to insure your safety and the safety of your fellow employees.

Thank you for your cooperation!

Coming Soon...

to Harborside, on the atrium level, **Bon Appetit** and **Geneva Salons**. **Bon Appetit** will offer delicious fresh-baked breads and pastries, as well as French breads, croissants, muffins, cookies, tarts, cakes and more. They will take cake orders for special occasions too! **Geneva Salons** will provide hair and nail care services.

Clarifier

The "Airline Refunds" article which appeared in the January 19th issue of Inside pertains to personal travel only. The Institute is filing the appropriate claims in connection with staff travel.

**Women's
Basketball**

The AICPA women's basketball team scored its third straight victory Wednesday night with a 57-25 win over Sony. Team captain and center Pam Green was high scorer with 22 points. AICPA's next game will be Tuesday, January 26, when rookie Bernice Sobel is expected to make her game debut. Velda Gardiner, returning from last season, also is expected to play her first game. The game will be played at the High School of Graphics on 49th Street and 9th Avenue at 6:15 p.m.

New Jersey

Copies of the State of New Jersey Income Tax Returns for Non-Residents (Form NJ-1040NR), and Residents (Form NJ-1040) are now available in the Payroll Office.

**Get Ready
For Income
Tax Time**

It's now time to get ready to pay your income tax. The deadline may be months away, but if you haven't been a tax planner, it could take that long to get your act together.

Your paper trail leads to bigger deductions. That's why, tedious as the job may be, every receipt for a deductible expense has to be looked for, found and documented.

Think about money you reinvested in mutual funds, hours you spent in your home office, miles you drove as a volunteer or on business. These things and others may qualify for write-offs if you can back them up.

One frequent reason for overpaying taxes, according to *Business Week* magazine, is failing to keep track of dividends that automatically get reinvested in mutual funds. When selling, holders may report the original price, but subsequent shares could have cost more, reducing taxable gain at selling time. Some shares could have cost less, increasing your deductible loss at the time of sale.

If you have a home office, start now to calculate and prove your deductions. IRS requires 42 lines of justifications. Using an automobile for a business deduction is almost as difficult. If you haven't kept day-to-day track of use, try to reconstruct usage using receipts for purchases and records of calls.

Individuals are responsible for reviewing both the material given to tax preparers and the return itself. That means you can't just blame the preparer for mistakes, so you better check the return before filing it.

Don't need to file a return? Maybe you should take time to fill one out anyway. The IRS calculates that one-third of the nation's "nonfilers" probably are entitled to refunds.