

9 Timely Tips for a Stress-Free Tax Season

AH! It's that time of the year again when we need to start filing our taxes. Instead of procrastinating or stressing about the hassles of tax time, we have put together a few tips that you may want to consider to keep things as easy and painless as possible this year. These are designed to help you stay on top of your game during tax time and to ensure that you don't overpay your taxes.

1. Don't Throw Away Your Records

You will start receiving your 2015 tax documents, such as W-2s and 1099s. For any of these tax documents, please be sure to save them and provide a copy to your CPA or tax preparer. Making sure that all of the correct info is reflected on your tax returns can help to minimize chances of unwanted IRS questions. If you receive something and you are unsure whether it needs to be sent to your CPA, send it to them anyway! Better safe than sorry.

2. Organize and Review Your Financials

Whether you do your own bookkeeping or you have someone else do it, be sure to review your numbers before you send them off to your tax preparers. You don't need to look at every transaction that happened last year, but you do want to look at the big stuff. For example, does the net profit look correct? If you sold a property, does the gain or loss seem accurate? Make sure your books are correct before you send them to your CPA to avoid confusion and rework costs.

3. Real Estate by Property

If you have rental real estate or if you are in the fix-and-flip business, your

Tax time can be stressful for a lot of people, but with these simple tips you can get ahead of the game and file your taxes with confidence this year!



income statement needs to be shown on a property-by-property basis. If you identify any major issues with your income statement or balance sheet, be sure to contact your bookkeeper or your CPA as early as possible to determine the most time- and cost-efficient way to make the appropriate corrections.

4. Don't Forget the Balance Sheet

One of the financial statements that a lot of investors forget to look at is the balance sheet. What is a balance sheet? Simply put, it is a financial statement that shows a list of all of your assets and liabilities as of year-end. Not everyone needs to have a balance sheet, but keep in mind that if you operate with a legal entity, chances are good that you need to have a balance sheet reported on the tax return. So what you want to do now is print your balance sheet from QuickBooks and review it with your bookkeeper to see if the numbers make sense. Is the correct cash balance showing? Is the mortgage balance correct? If not, now is the time to meet with your bookkeeper to get that cleaned up before tax time.

5. Know What to Bring

Whether you drop off, mail or fax your documents to your tax preparer, make sure that you know what they need. Now is the time to ask for a checklist or an organizer so that you can be prepared. Taxes and credits change every year, so make sure that you review the information request carefully to ensure that nothing is missed.

6. Make a List of Questions Beforehand

Write down a list of questions for your CPA before your meeting. If you have questions related to gathering documents, ask these questions early to save yourself time. For example, your CPA may not need to see each and every one of your receipts. Knowing what is needed and what is not can help you save time and make the process more efficient.

7. Legal Entities

Did you form any new entities last year? Dissolve any entities? Or maybe change ownership in your entities? These are some of the major changes that can have a significant impact on how your taxes are filed, so be sure to let your CPA know ahead of time regarding any entity-related changes.

8. Real Estate

If you bought or sold properties last year, be sure to let your CPA know. To ensure that all of your costs are denoted correctly, be sure to send in copies of the final HUDs so that your preparer can capture all of your write-offs.

9. Major Life Changes

Marriage, divorce, babies, inheritances and death are examples of major life changes. If you haven't already notified your CPA, be sure to let them know of any major life changes before they start working on your taxes so they can help you file in the most beneficial way.

How to Be Proactive

What does it mean to be proactive? The definition is creating or controlling a situation by causing something to happen rather than responding to it after it has happened. When it comes to safety, being proactive is a necessity in order to have a successful journey to zero. Being proactive means thinking and acting ahead of anticipated events; this means using foresight. Not only is it a great method for avoiding more work down the road, but it can be extremely important for averting disasters. Planning well for the future and for instituting systems at work and in study as well as planning at home can make life easier — not just for you but for others, too — and besides, it may make you more popular. Many of us look to proactive people as the instigators of action and creative ideas in society. Here are some suggestions for helping you to become a more proactive person.

Self-reflect, look at yourself and ask some questions:

- What kinds of tasks do or don't come your way regularly? For example, at work, at home, during study, etc.
- What kinds of tasks come in large groups?
- What kinds of tasks need attention when they arrive?

Examine critically how you might perform those tasks more efficiently. Before the next rush:

- Create a plan, procedure, checklist or routine to accomplish the task.
- Recruit and instruct others to assist with an urgent or large task.
- Gather information you will need to perform a task, including from a flow of people who

bring the tasks; create a script, checklist or form to gather information consistently.

- Look for steps in the process to eliminate, consolidate or shorten.

Try to prevent problems from ever arising.

This means tackling possible failings in advance to prevent them from becoming a reality. Get into the habit of taking precautions and developing fallback plans.

Develop a mindset that looks to solve problems instead of dwelling on them. Here's how:

- ✓ Define the problem (what is it exactly?)
- ✓ Decide what needs to happen to overcome the problem and how you're going to do that; and
- ✓ Get on with it.

Get and stay ahead of less-urgent, day-to-day tasks. Doing so means that they'll be out of the way when rushes come and will not be worrying you unnecessarily. Pay particular attention to preventive maintenance, whether that means checking the fluids in your car, restocking your pantry, or setting aside a bit of money in savings each week. A little effort upfront could save you from a larger crisis later.

Know which tasks are priorities and which can wait. Write out daily lists of tasks and label the lists, 'I will do' and 'will not do.' Cross off each item as it is achieved. Keep this list nearby and let it direct your actions. If you go too long without crossing anything off, reassess what you are doing to make sure that you finish the tasks listed.

Eliminate any task that is unnecessary. Some things do not need doing or do not need to be done by you. Do not waste time on them or allow a misplaced sense of guilt lead you into thinking that you are responsible for them. If tasks are unnecessary, they will not add to your effort and are, thus, a waste of energy.

Be ruthless in making this assessment about the value of a task.

Evaluate your procedures and processes as you use them.

What works and what does not? Make notes for improvements, and incorporate those improvements during the next lull. Discard anything that does not work, but take care to note when something is in need of tweaking and adjust it accordingly so that it does work.

Try to anticipate needs. Are rushes seasonal? Are there extra activities associated with certain times of the day, week, month or quarter? Can you prepare in advance? Look ahead and do not be afraid of the unknown. A small amount of future stability can be self-generated by planning and being ready for those things you do have some control over.

Try to anticipate things you will need to know.

Can you learn a new skill ahead of time? Can you apply a skill you already have in a new way? Watch the trends around you; keep up to date by reading and continuously learning. Proactive people are successful because they seek to understand history as well as learn the lessons of the past.

Look for ways to automate routine tasks.

Computers can manipulate data in all sorts of ways. Even having a template or a standard plan of action can save time. If you work in a team context, delegation is also a form of automation, in that knowing the best person to do a task will automatically result in it being done to the best level possible, removing it from the pile of to-dos. Therefore, have a system in place that automatically moves tasks to those best suited to them.



ENVIRONMENTAL ISSUES



Go Green This Winter; 8 Tips for Weathering the Winter Season

1) Go Green: Reduce Waste During the Holidays and Parties

Thousands of paper and plastic shopping bags end up in landfills every year. Tell store clerks you don't need a bag for small or oversized purchases.

Approximately 33 million live Christmas trees are sold in North America every year. After the holidays, look for ways to recycle or reuse your tree instead of sending it to a landfill. Check with your community solid waste department and find out if they collect and mulch trees.

2) Energy-Efficient Electronics Save Money and Help Protect the Planet

Look for home or office electronic products with the Energy Star label when you shop. Many electronics use energy even when they're off to power continuous features like clock displays or remote controls. Replacing old items with energy-efficient models can save over 25 billion pounds of greenhouse gas emissions, and save money on your energy bills.

Home for the holidays? A typical household spends about \$2,100 a year on energy bills and contributes twice the amount of greenhouse

gases to the environment as an average car. Use the Energy Star Home Advisor for ideas on projects to increase energy efficiency and comfort in the area where you live.

3) Have a Water Efficient H₂O Holiday!

Preparing for and cleaning up after holiday meals and parties can use much more water than ordinary, everyday use. Running your tap continuously while preparing food or washing dishes wastes water and can use more than 2 gallons of water every minute your tap is

Continued on the next page.

Go Green This Winter, continued.

running. That's a lot when you're cooking a big meal for extended family members and friends! Find ways to reduce your water and energy use, for example:

- ➔ Scrape dirty dishes clean, instead of using water to rinse them before you put them in the dishwasher.
- ➔ If you don't use a dishwasher, fill the sink with a few gallons of soapy wash water, clean your dishes, and put them aside. Then rinse them all together afterward.

Either of these simple practices could save 10 gallons of water. If every American household reduced their water use by 10 gallons on just Thanksgiving Day, it would save more than 1 billion gallons of water, as well as save any energy or materials used to pump or treat tap water.



4) Look for the Design for the Environment Label

Look for products carrying the **Design for the Environment** label. This mark allows consumers to quickly identify and choose more products that are safer for their families and that also help protect the environment. DfE uses scientific information to identify products designed to be safer for the environment and to help you choose products and services, such as electronics or automotive refinishing.

In 2011, Americans using products with the DfE label cut the use of harmful chemicals by more than 756 million pounds. Look for the DfE label to find products with the safest possible ingredients and that help protect the environment.

5) Protecting Yourself and Your Family From Radon

Radon levels can soar during the colder months when residents keep windows closed and spend more time indoors. As many as 22,000 people die from lung cancer each year in the United States from exposure to indoor radon.

The EPA Administrator urges Americans to heed January as **National Radon Action Month** by testing their homes for 1 of the leading causes of lung cancer in the country — indoor radon gas.

Approximately 1 home in 15 across the nation has unacceptably high radon levels; in some areas of the country, as many as 1 out of 2 homes has high levels

EPA Recommendations:

- ➔ Test your home for radon — it's easy and inexpensive.

- ➔ Fix your home if your radon level is 4 picoCuries per liter (pCi/L) or higher.
- ➔ Radon levels less than 4 pCi/L still pose a risk, and in many cases may be reduced.
- ➔ Read the EPA's "Citizen's Guide to Radon: The Guide to Protecting Yourself and Your Family From Radon."

For more information about radon testing, call the EPA's hotline at 800-SOS-RADON or find out who can test or fix your home.

January is **National Radon Action Month.**



6) Winter Heating Safety

Generator exhaust is toxic. Always put generators outside well away from doors, windows and vents. Carbon monoxide (CO) is deadly, and can build up quickly and linger for hours.

Combustion appliances are those that burn fuels for warmth, cooking or decorative purposes. Typical fuels are gas, both natural and liquefied petroleum; kerosene; oil; coal; and wood. Examples of the appliances are space heaters, ranges, ovens, furnaces, wood-burning stoves, fireplaces, water heaters, and clothes dryers. These appliances are usually safe. However, under certain conditions, these appliances can produce combustion pollutants that can damage your health, or even kill you.

Possible health effects range from headaches, dizziness, sleepiness and watery eyes to breathing difficulties or even death. Similar effects may also occur because of common medical problems or other indoor air pollutants.

A properly installed, correctly used wood-burning appliance should be smoke-free.

If you see or smell smoke that means you may have a problem. Never burn household garbage, colored paper or ink, or any type of plastic, foam or other artificial materials. Burning these can release harmful chemicals.

7) Winter Air Quality

The EPA, together with state and local governments, has expanded air quality forecasting to include year-round, daily information on particle pollution. Particle pollution consists of microscopic particles in the air that can get deep into the lungs, potentially causing serious



health problems. Unlike summertime ozone, particle pollution can occur throughout the year. Although particle levels aren't high every day, you should check your Air Quality Index (AQI) forecasts to determine whether you need to take action to reduce your exposure. Forecasts, health information and maps showing real-time particle levels are available on the EPA's AIRNow website at www.epa.gov/airnow.

8) More Tips for Weathering the Winter

➔ Consider using non-toxic de-icing substances such as clean clay cat litter, sand or fireplace/stove ash to prevent hazardous waste from chemicals. Chemical de-icers can be hazardous to your pets, your trees and shrubs, and the environment. Antifreeze that leaks from car engines and chemical snow melters on driveways, roads and runways can pollute surface waters and groundwater through the soil.

- ➔ Winterize your vehicle by checking your air filter and fluid levels, checking tires for tread wear and proper inflation, and checking the condition of your windshield wipers.



Ensuring your vehicle is ready for weather changes will reduce damage, which prevents waste from broken parts, and will keep you safe on the road.

- ➔ If you have a wood-burning fireplace, save your ashes in a tin instead of throwing them away. Cold wood ashes can be mixed in your compost heap to create a valuable soil amendment that provides nutrients to your garden.
- ➔ Use electric snow removal products rather than gasoline-powered ones. While electric products consume energy, they do not emit greenhouse gases. As alternatives, use snow shovels, ice crackers, and brooms to clear snow from your sidewalk, porch or driveway.
- ➔ If you have a manual thermostat or no thermostat at all, one way to save energy and money this winter is to install a programmable thermostat. When installed and used with the 4 pre-programmed temperature settings for weekend and weekdays, you can save about \$100 each year while staying comfortable. Before leaving for vacation, turn down your thermostat (or use a programmable one) so that you don't waste natural resources by generating unneeded heat.



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Pace Industries, Corporate Headquarters

481 S Shiloh Drive
Fayetteville, AR 72704

Mailing Address

PO Box 309
Fayetteville, AR 72702

Phone: 1-888-DIE CAST (1-888-343-2278)

Fax: 479-443-7058

Website: <http://pacecares.paceind.com>

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2700 Corporate Drive, Suite 100 Birmingham, AL 35242

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PACE UPDATES

Pace Industries has partnered again with BravoWellness

to present you with an exciting voluntary opportunity to take control of your health care costs. Over the next several months, you will be assessed on your health with the ultimate goal of helping you maintain good health and make improvements.

BravoWellness is a company that works with employers like Pace Industries to administer compliant wellness programs. As experts in the industry, BravoWellness is committed to data integrity and will ensure your information is kept private and never shared with Pace Industries. This year, we encourage you to embark on a journey that can improve your health and the health of your organization.

2016 PLAN DESIGN

Pace Industries has created a plan with you in mind! The goals listed below are part of your 2016 wellness program. By achieving these goals, you are able to earn a discount on your monthly health insurance premium. Participation in this program is voluntary. However, if you enroll in the health plan but choose not to participate, you will not be eligible for the discounts and will be responsible for the full base rate, which could be up to 40% of total cost of premium for your health care coverage. Once 2016 discounts are determined they will be communicated.

YOUR GOALS**					
CRITERIA	2016 GOALS	POINTS EARNED IF GOAL MET	CRITERIA	EMPLOYER GOAL	WEEKLY SURCHARGE IF POSITIVE
BODY MASS INDEX*	≤ 29.9	1	TOBACCO/NICOTINE	Negative	\$20
BLOOD PRESSURE	≤ 125/85	1	* Waist measure automatically corrects elevated BMI due to lean muscle mass, even if the participant fails the BMI goal. Female and Male waist to height ratio ≤ 0.57.		
LDL CHOLESTEROL	≤ 130	1	** See full program guide for alternative goals.		
GLUCOSE	≤ 110				
-OR-		1			
A1C	≤ 5.7				

NOTE: The tobacco/nicotine charge of \$20/week will not be included in the rates when provided. This charge will be added if tested positive for tobacco/nicotine. If your spouse is covered on your health care, they will also incur an additional surcharge for a positive tobacco result.

STEPS TO COMPLETE	DEADLINE
REGISTRATION OPENS JANUARY 5, 2016	JANUARY 25, 2015
Visit www.bravowell.com/paceind . Follow the steps to create an account and register for the program.	
SCREENING	FEBRUARY 26, 2015
Visit www.bravowell.com/paceindand schedule your on-site screening appointment by selecting a date and time that works best for you.	

Need assistance?
Contact Bravo Wellness at
877.662.7286
BRAVO WELLNESS

Patterson Mold and Tool had their annual Company Picnic on Saturday, September 12, 2015, and had a large turnout. The weather started out on the chilly side, but it turned out to be a beautiful day. We enjoyed barbeque from Bandana's and had a washer tournament, bingo, games for the kids, a bounce house, balloon artist and a caricature artist. Our vendors donated lots of items for door prizes.



Ed Pakovich being presented his watch by James Martin.

During our picnic, we recognized our employees who achieved working at Patterson Mold and Tool for 20 years. This year we had 1 employee who achieved this mile marker and his name is **Ed Pakovich** — he was presented with a company logo watch. Out of 82 current employees, 24 have 20-plus years of service.

W-2 Mail Outs

Please don't forget to let Pace know if your mailing address has changed. Your W-2 will be mailed to the address we have on file. So if you have changed your mailing address, please notify your HR Department and complete a new Change of Address Form.

You can view your pay stubs and W-2 online at <https://portal.adp.com>. If you are not a registered user you will need to follow the steps below:

1. Go to <https://portal.adp.com>
2. Click First Time Users Register Here
3. Select Register Now
4. Enter PACEIND-1234
5. Click Next

You will then be prompted to verify your information and enter your contact information and SSN.

Then the system will ask you to create security questions and a password. Once you have completed this, you can log on at any time.

Insurance Reminders

The plan year for our Dental Insurance is January — December. Therefore, your deductible and maximum limits will restart in January.

The plan year for our Medical Insurance is July — June.