



## Talking Taxes

(NAPSA)—Tax time won't be half as taxing if you organize your paperwork throughout the year. Even if you hire someone to do your taxes, having your papers in order can help speed the process. Here are just a few of the types of papers that may affect your tax return:

- Bills, mortgage payment records and other paperwork to support deductions
- Credit card and other receipts
- Invoices
- Mileage records
- Checks
- Previous year's tax return (possibly more).



**Organizing tax papers is half the battle. Start now to keep things simple come tax time.**

Dome Simplified Bookkeeping Records are a helpful way for small businesses to keep cash records and jot down income and expenses.

Keep papers in a central place. Dome Tax Deductions File is an easy-to-use record of all personal tax-deductible expenses. This file can simplify the filing of federal and state tax returns and it has pockets for storing important papers.

If you haven't been keeping tax papers in one place, now is a good time to start. To learn more, visit an office supply store or go to [www.domeproducts.com](http://www.domeproducts.com).