



## Quarterly Newsletter 2021

1st Quarter

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## TNT Bookkeeping, Inc

We are a cost effective, cloud based solution for your bookkeeping and payroll needs. Using our online platform you will have 24/7 access to your financial information on matter where you are. From income and expense tracking to payroll, our focus is efficiency, accuracy and excellent service.

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Thank you clients for a great 2020! We are excited to be continuing with all of you in 2021. Keep your eye out for the launch of our new website in early 2021!

Tiffany Palombi, CFO

## Bookkeeping Packages

**HYBRID BOOKKEEPING PACKAGE**

**\$250 PER MONTH**  
[WWW.TNTBOOKKEEPER.COM](http://WWW.TNTBOOKKEEPER.COM)  
**707-794-2499**

INCLUDES:

- CLIENT ENTERED DATA
- RECONCILIATION OF ALL ACCOUNTS UP TO 5
- MONTHLY REPORTS
- 1 HOUR SUPPORT OR TRAINING PER MONTH
- \*ONE TIME SET-UP FEE \$250




**QUARTERLY BOOKKEEPING**

**TNT BOOKKEEPING, INC**

PACKAGES START AT \$550

INCLUDES

Data entry of bank and credit card transactions & monthly reports

If you are looking for Quarterly Bookkeeping we have a package that will fit your needs. Give us a call today to discuss how we can help you on a quarterly basis.  
 Set-up fees start at \$325

**WWW.TNTBOOKKEEPER.COM**  
 707-794-2499



# PPP APPLICATIONS

## PPP PACKAGES



### 2ND DRAW APPLICATION

\$495

Includes: gathering reports & data for application, phone calls & email communication.  
Client is responsible for reviewing data for accuracy and submitting application.



### PPP FORGIVENESS APPLICATION

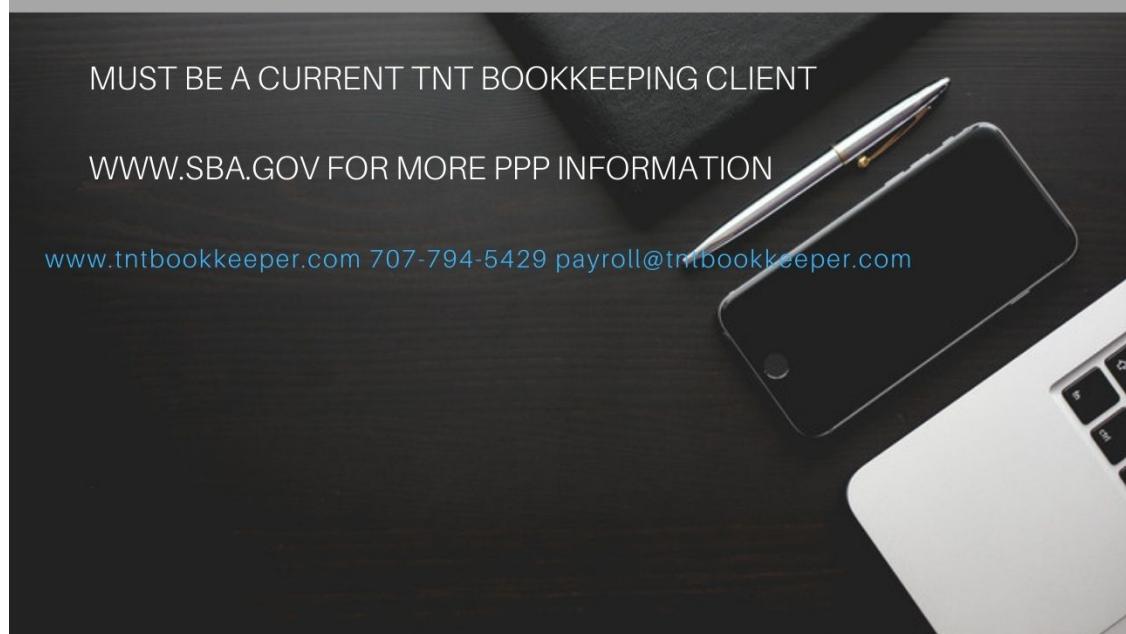
\$995

Includes: gathering reports & data for application, phone calls & email communication.  
Client is responsible for reviewing data for accuracy and submitting application

MUST BE A CURRENT TNT BOOKKEEPING CLIENT

WWW.SBA.GOV FOR MORE PPP INFORMATION

[www.tntbookkeeper.com](http://www.tntbookkeeper.com) 707-794-5429 [payroll@tntbookkeeper.com](mailto:payroll@tntbookkeeper.com)

A dark, moody photograph of a laptop and a smartphone resting on a dark wooden desk. The laptop is open, showing its screen and keyboard. The smartphone is positioned next to it. The lighting is dramatic, with strong highlights and shadows.

Paycheck Protection Program (PPP) Reopens

Thank you Sonoma County Economic Development Board for this info.

provides cash-flow assistance through 100% federally guaranteed loans to employers who maintain their payroll during the COVID-19 pandemic.

U.S. Small Business Administration reopens the Paycheck Protection Program (PPP) loan portal to PPP-eligible lenders with \$1 billion or less in assets for First and Second Draw applications on Friday, January 15th. The portal will fully open on Tuesday, January 19th, to all participating PPP lenders to submit First and Second Draw loan applications to SBA.

#### Key PPP Updates:

- PPP borrowers can set their PPP loan's covered period to be any length between 8 and 24 weeks to best meet their business needs;
- PPP loans will cover additional expenses, including operations expenditures, property damage costs, supplier costs, and worker protection expenditures;
- The Program's eligibility is expanded to include 501(c)(6)s, housing cooperatives, direct marketing organizations, among other types of organizations;
- The PPP provides greater flexibility for seasonal employees;
- Certain existing PPP borrowers can request to modify their First Draw PPP Loan amount; and
- Certain existing PPP borrowers are now eligible to apply for a Second Draw PPP Loan.

#### Borrower eligibility for a Second Draw PPP Loan:

- Previously received a First Draw PPP Loan and will or has used the full amount only for authorized uses;
- Has no more than 300 employees; and
- Can demonstrate at least a 25% reduction in gross receipts between comparable quarters in 2019 and 2020.

#### Additional PPP and CARES Information:

<https://www.sba.gov/funding-programs/loans/coronavirus-relief-options/paycheck-protection-program>

<https://home.treasury.gov/policy-issues/cares>

<https://www.uschamber.com/co/small-business-coronavirus>

Round 1 has ended and they anticipate notifications to be made from January 15 to 22. Applicants not selected in Round 1 do NOT need to apply again when Round 2 opens. No date announced yet when Round 2 applications open.

Please let us know if you receive a grant, we would love to hear from you.

<https://careliefgrant.com/>



**payroll:**  
TNT BOOKKEEPING, INC 707-794-2499

## Payroll Packages

Weekly Payroll \$130 per month

Semi-Weekly \$110 per month

Monthly \$85 per month

+ \$4.25 per employee

<https://www.tntbookkeeper.com/payroll>



# SET SOME GOALS THEN DEMOLISH THEM

Goals to Help You Save

Stop eating out

Reduce your grocery bill

Find ways to save on utilities

Set a monthly savings goal

Start with small short-term financial goals and work to larger ones

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#### Meet one of TNT's Bookkeepers

**Baylee Smith** - Bookkeeper



Baylee Smith is an Intuit Quickbooks Certified Online ProAdvisor and SOS Inventory Certified. She is a bookkeeper for several clients and handles SOS Inventory. Before joining the TNT team she served in the military for five years as a nuclear mechanic. Baylee also spent 3 years in administration, auditing departmental training records and qualifications. Baylee also coordinated and conducted the training.

Baylee has two beautiful children. Her husband serves in the Navy as a nuclear mechanic. Baylee grew up in Bakersfield, California, and attended Highland High School. When not working Baylee enjoys spending time with her family and children at the beach, camping or with family in South Carolina.

## Useful links ▶

### Facebook

<https://www.facebook.com/tntbookkeeping/>

**2nd Draw PPP Loans** <https://www.sba.gov/>

**Tsheets:** (Timesheet Tracker Option)

<https://www.tsheet.com/#a:tntbookkeepinginc>

**HR Homebase:** (Human Resource Option)

<https://homebase.grsm.io/tntbookkeeper>

**COVID Small Business Resource Center**

<https://www.uschamber.com/co/small-business-coronavirus>

**US Treasury Department - Covid19 Relief Information**

<https://home.treasury.gov/policy-issues/cares>

**Paycheck Protection Program**

<https://www.sba.gov/funding-programs/loans/coronavirus-relief-options/paycheck-protection-program>

## Calendar

### Federal Holidays

January 18, 2021

Martin Luther King, Jr Birthday

February 15, 2021

Washington's Birthday

## TNT Bookkeeping Inc

### YEARLY BOOKKEEPING PACKAGES

Are you looking for once a year bookkeeping?  
A review of your books one time per year to make  
sure you are on track.

One of our yearly bookkeeping packages could be the  
right fit for you and your business.

#### Packages include:

Entry of bank/credit card transactions & reports

Packages Start at \$1700

One time set-up fees start at \$325

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[info@tntbookkeeper.com](mailto:info@tntbookkeeper.com)

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CLOUD BASED SOLUTION FOR YOUR  
BOOKKEEPING AND PAYROLL NEEDS.

WWW.TNTBOOKKEEPER.COM

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<http://www.tntbookkeeper.com>

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