Blackburn, Childers, and Steagall, PLC
Certified Public Accountants and Consultants

BCS ClientTell

Volume XXI No. 4 Winter 2015 Blackburn, Childers & Steagall, PLC Quarterly Newsletter

BCS Welcomes Mike Eddy & Staff, Expanding Small Business Services Department

By Tommy Greer

Effective December 1, 2015, Mike Eddy (managing partner of Eddy & Eddy, who has been with the firm since 1987) became our 11th partner, and three CPAs and two staff members also joined BCS. By the end of the year, BCS will have nearly 50 CPAs and around 100 total staff.

We are excited to welcome Mike Eddy, the firm's employees and clients to BCS. With the additional expertise of Mike and his staff, we will be able to significantly expand our Small Business Services Department. Mike is highly respected in the community, and has a reputation for personal service. That's why we are pleased to announce Mike will be the partner-in-charge of our Small Business Services Department.

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Preparing for ACA Reporting in 2016

By MeLissa Crockett and Gina Lemons

Reporting requirements change beginning 2016 under the Affordable Care Act (ACA). How these reporting requirements apply to the employer is dependent primarily on the number of employees. Employers with more than 50 full-time employees (FTEs) are considered Applicable Large Employers. Whereas, employers with fewer than 50 FTEs are considered Small Employers.

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"BCS is a great fit for us and our clients, and we have enjoyed a symbiotic relationship for many years. They have a reputation for quality and timely client service and for placing high emphasis on family, church and community involvement," said Mike Eddy. "BCS made it a point to invest in personnel, technology and training, and we have a long-range plan to make the most of that and grow the Small Business Services segment."

Small Business is the lifeblood of the firm long-term. We give every client quality service, regardless of size, and typically they grow into some of our best clients. Our next step is into the cloud, and we're excited that an increasing number of clients have chosen to take advantage of our online offerings, like QuickBooks Online. It's more efficient, and we are all looking at current numbers, rather than history.

You can contact any of the Eddy & Eddy employees at (423) 282-4511. Their new email addresses will use the formula of first initial, last name, @bcscpa.com. For example: meddy@bcscpa.com.

We are confident our new affiliation will serve us all well. If you have any questions about this exciting news and what it will mean for you, please contact any of us. Mike and the BCS partners are grateful for our clients, for giving us the opportunity to serve your needs and build long-lasting professional relationships.

Small Business Goes Bowling!

Don't Worry... We're sticking to our day jobs!













Mike Eddy, CPA Mike is a graduate of ETSU, & specializes in small business services and taxation for individuals and entities. He serves as a consulting advisor for the Johnson City Public Building Authority and in various roles at First United Methodist Church.

Laura Hoover, CPA A graduate of ETSU, Laura has worked in public accounting her entire career and has extensive tax and accounting experience for small businesses.

Barbara Morgan, CPA Barbara is a graduate of ETSU and has more than 30 years of experience in public and private accounting and she spent 15 years in the role of Chief Financial Officer of a private college. She has extensive experience in accounting, auditing and taxation.

Pam Johnson Pam is a admin assistant in the Kingsport office. She comes to BCS with over 30 years of clerical and administrative experience.

Coleen Lyon, CPA A graduate of Midwestern State University and ETSU, Coleen has nearly 20 years of tax, accounting, payroll, auditing and nonprofit experience.

Jane Christensen-Steck Jane is a small business support specialist in the Johnson City office. Jane comes to BCS with many years of accounting experience. She has an Associate's Degree in Accounting from Gateway College.

Tax Organizers Coming in January

BCS encourages our clients to fill out your tax organizers every year. Questions in the organizer can prompt you to remember significant events in 2015 that may impact your return, such as change in address, dependents, purchase or sale of a home. The organizer serves as a checklist for you to gather pertinent documents needed for your tax return. Expenses (small business, rental property, or farm) are also listed, as well as reminders for itemized deductions (mortgage interest, property tax, and charitable contributions). We ask that you please fill out your organizer, with particular attention to the questions in the front section, sign the engagement letter, and return both to us with your source documents. Please call us if you do not receive an organizer.

BCS Is Growing!

Ben Buchanan, CPA Ben is new in the Kingsport Tax Department. He is a graduate of King University, with a Bachelor's in Business Adminstration, and a graduate of ETSU with a Masters of Accountancy. He is licensed as a CPA in TN and VA and attends Euclid Avenue Baptist Church.

Jill Bickford Jill is new in the Johnson City Small Business Department. She is a graduate of Milligan College with a Bachelor's of Business Administration. She has over 18 years of bookkeeping and tax experience. She attends St. Elizabeth's Catholic Church with her family.

James Steffen, CPA James is new in the Kingsport Small Business Department. He is a graduate of ETSU with a Bachelor's in Accounting and Finance and is working on his Master's of Accountancy from ETSU. He is licensed as a CPA in TN, and attends Harvest Community Church.

Debbie Foster Debbie is the new administrative assistant in the Greeneville office. She served as Deputy Clerk in the Washington County Clerk's Office. She attends Boone Trail Baptist Church with her family.

Beth Love Beth is new in the Johnson City Small Business Department. She is a graduate of ETSU with a Bachelor's in Accounting, and has over 30 years of experience. She has held CPA designations in California, North Carolina and Florida. She attends Boones Creek Christian Church.

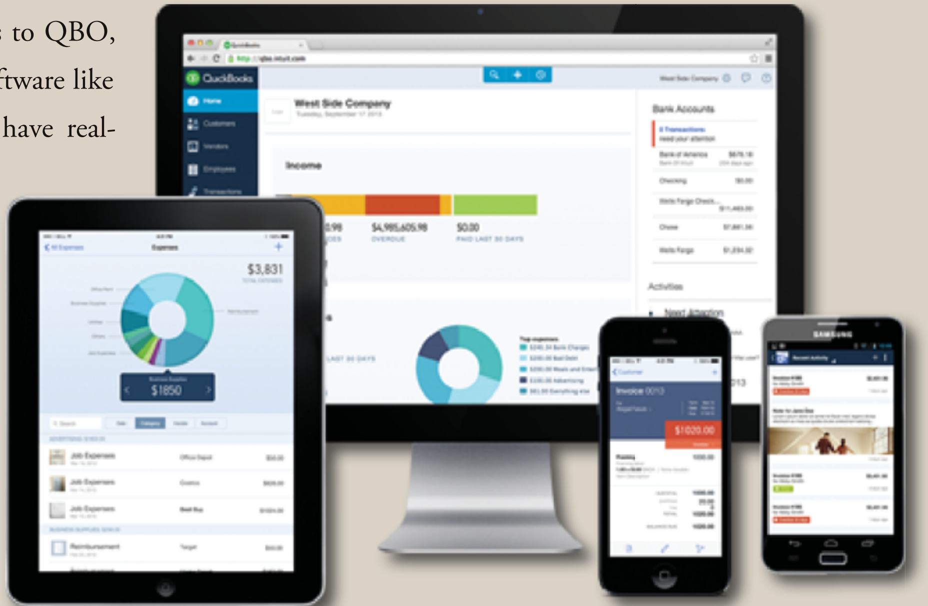
James Nesselt Jimmy is a new intern in the Johnson City Tax Department. He is a recent graduate of ETSU with a Bachelor's in Accounting and Finance, where he was on the Baseball team. He is working on his Master's degree from ETSU and attends St. Mary's Catholic Church.

Why YOU Should Try QuickBooks Online

By Kala Hyder

Want to increase efficiency? Want to monitor your present cash flow, instead of history? Want to save your accounting where both you and your accountant have immediate access? You can do all of these things by switching from a desktop accounting software to QuickBooks Online (QBO)!

BCS is transitioning some of our clients to QBO, with great success. With cloud-based software like QBO, both you and your accountant have real-time access to information, which means that no backups of information have to be run, and you can log in from your computer, smartphone or tablet.

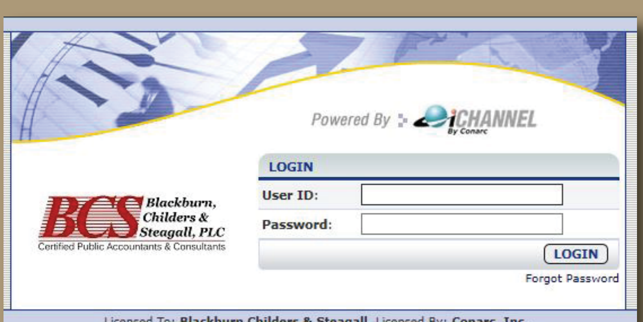


Other QBO features include automatic invoicing for recurring bills, bank-level security encryption, automatic data backup to the cloud, and daily software updates, so that you always have the latest version.

BCS can offer a software discount to our clients who switch to QBO. If you would like to discuss how QBO would work for your company and learn about pricing, please contact one of our Small Business Services staff.

Introducing Client Portals

BCS is excited to offer all of our clients a cloud-based document sharing portal through the use of iChannel! With this program, BCS can securely and quickly receive electronic documents from you and deliver electronic documents to you using a secure portal. Unlike email messages and their attachments, iChannel Portals use encryption technology to ensure that your information is secure. With your portal, you can upload or access documents 24 hours a day from any computer or smart device.



The portal is a feature of our larger Document Management System, iChannel, which has been implemented at BCS within the last two years.

The feedback from clients and BCS staff currently using iChannel portals has been overwhelmingly positive, and we look forward to extending the use of portals for our tax clients.

Portal user information will be sent to you via email for you to log in and set up your own password. For the upcoming tax season, we are going to open portals for a small test number of our tax clients, and anticipate opening portals for all of our tax clients (except those who opt out of portal use) in 2017.

Preparing for ACA Reporting in 2016

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The various forms that employers may need to file with the IRS reflecting adherence with health care reform's "shared responsibility" mandate to provide affordable health coverage to their employees are outlined below.

Applicable Large Employers

Beginning in January 2016, Applicable Large Employers (ALEs) with 50 or more full-time or equivalent (FTE) employees must report health insurance information to the IRS and furnish statements about health insurance to their employees annually.

Which Forms

- Forms 1095-C, Employer-Provided Health Insurance Offer and Coverage
- Form 1094-C, Transmittal of Employer Provided Health Insurance Offer and Coverage Information Returns

Due Dates

The Forms 1095-C along with Forms W-2 must be provided to their employees by January 31, 2016.

The Form 1094-C and copies of Forms 1095-C must be filed with IRS by February 29, 2016, if filing on paper (only allowed if filing fewer than 250 Forms 1095-C) or by March 31, 2016, if filing electronically (required if filing 250 or more Forms 1095-C).

Which Employees

All applicable large employers (50 or more FTEs) must complete this Form 1095-C for each individual who has been employed full-time for one or more months during the calendar year and must report for all of the 12 months for each employee, this includes former employees, retirees and participants on COBRA. Form 1095-C must be completed for each full-time employee whether or not the employee is participating in an employer-sponsored group health plan, and for each part-time employee who is enrolled in the employer's self-insured health plan. Part-time employees who are not enrolled in the employer-sponsored plan do not need a Form 1095-C.

Communicate with your Employees

We advise communicating with your employees how they will receive Form 1095-C (mail, electronically or hand-delivered) and letting them know they will need this form to file 2015 individual tax returns. Also remember to inform former employees and those on COBRA.

Small Employers

- Small employers with a self-insured health plan must complete and file
  - Forms 1095-B, Health Coverage
  - Form 1094-B, Transmittal of Employer Provided Health Insurance Offer and Coverage Information Returns
- Small employers with fully insured health plans:
  - Insurance companies will provide Form 1095-B, Health Coverage
- Small employers with fewer than 50 FTEs who are members of a controlled or affiliated service group that collectively has at least 50 FTEs will also be required to file
  - Forms 1095-C, Employer-Provided Health Insurance Offer and Coverage
  - Form 1094-C, Transmittal of Employer Provided Health Insurance Offer and Coverage Information Returns

Others

Individuals who receive health coverage through the Marketplace:

- The Marketplace will provide Form 1095-A, Health Insurance Marketplace Statement.

If you have questions or need assistance on your ACA reporting, please contact our Small Business Services Department.

Community Involvement

This quarter we've raised funds for Agape Women's Services, Move LXI, and CASA for Kids. We ran in the Color Me Rad for the benefit of Southern Appalachian Ronald McDonald House Charities and Making Strides Against Breast Cancer. We've collected gifts for the Johnson City Homeless Children, the STAR Program and Holston Manor's Adopt-a-Resident and rang bells for the Salvation Army.

Reminder - Filing and Due Dates

As BCS continues to grow and strive for the best possible service to our valued clients and to meet filing requirements for government entities, we ask that you be mindful of our new firm policies regarding the preparation and filing of your tax returns.

To ensure timely preparation of your return, we ask that:

- All information required to file tax returns please be provided at least 14 days before the due date.
- Outside this deadline, we cannot guarantee your return will be ready by the due date, and we may need to file an extension.

If you are unable to provide required information at least 14 days before the due date:

- Please notify your contact at BCS regarding your particular circumstances so that arrangements can be made.

Electronic filing of tax returns is required by government authorities with few exceptions.

- To authorize electronic filing of your return, each taxpayer is required to sign Form 8879 and return to us, before the return can be filed.
- Please return authorization forms to us no later than noon of the day before the return is due.
- Authorization forms can be returned by US Mail, email, fax, portal, etc.

If you are providing a check for tax payment:

- Please provide the check to us by noon the day before the return or extension is due, to ensure timely filing.

We appreciate your observing the firm's policies. We also know that there may be some exceptions due to your particular circumstances, and in that case, we request that you please communicate with your BCS contact.

Thank you for your confidence in our firm's preparation of your tax returns. We appreciate the opportunity to serve you.

BCS Blackburn, Childers & Steagall, PLC

Certified Public Accountants & Consultants

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