



The Organizing Authority®

FOR IMMEDIATE RELEASE
CONTACT: THERESA KATALINAS
215-884-6499 Theresa@comsolutionsgroup.com

Don't Let Your Taxes Take You to Task: Get Organizing Help from NAPO

MT. LAUREL, N.J. — Keeping orderly records for tax-filing purposes is perhaps just as important as making sure you claim the appropriate tax credit, deduction, or filing status. Without the right paperwork, tax filers could miss out on important money-saving benefits for the 2008 tax season, like a \$7,500 credit for first-time homebuyers, or tax incentives for businesses.

The National Association of Professional Organizers (NAPO) is offering tips to help sort, categorize and organize tax documents and end the stress of trying to find W-2s, medical and business receipts and online IRA contribution records.

“Getting organized this spring – in time for tax season – could literally mean more money in your pocket,” said NAPO President Standolyn Robertson. “Not only does better organization save the time of searching for misplaced documents, but it could also yield higher income tax refunds when filers have all the necessary documents in hand.”

NAPO offers a step-by-step guide to getting organized for tax season

Step 1: Designate a place for all your tax documents

Disorganized rooms can be distracting and lead to lost documents and wasted time looking for them.

Step 2: Sort, file, save

For each potential tax record, ask yourself the following questions:

- Do I need to keep this?
- If I need to keep it, what file does it belong in?

Step 3: Categorize your records for tax purposes

Be sure to keep records and a separate file for papers you'll need for your tax return. Don't miss out on claiming expenses and deductions because you misplaced or don't have a copy of a key invoice.

- Sort your paid bills by subject, such as; office expenses, home improvements, health expenses, donations, credit cards, investments, etc.

Step 4: Assemble your records for this year's return

With your files now in order, it's much easier to gather what you need for your 2008 return - whether you are preparing the return yourself, or sending your documents to a tax preparer.

Step 5: Schedule time to stay organized for future tax seasons

The best way to get and stay organized is to schedule a regular time and day each week, or each month, to sort through new documents. A good rule of thumb is to schedule about one hour a week for record-keeping.

What is a professional organizer?

A professional organizer enhances the lives of clients by designing systems and processes using organizing principles and through transferring organizing skills. Professional organizers help individuals and businesses take control of their surroundings, their time, their paper and their systems for life.

To locate one of NAPO's professional organizers in your area, you can use NAPO's free online automated Professional Organizer Directory at www.napo.net.

About NAPO

The premier national association dedicated to the field of organizing, the National Association of Professional Organizers (NAPO) is The Organizing Authority®. Formed in 1985 as a nonprofit professional, educational association, NAPO is dedicated to serving its members through education, networking, industry resources, and promoting the profession to the public. NAPO's mission is to develop, lead, and promote professional organizers and the organizing industry. For more information, visit www.napo.net.

###

Editor's note: To interview a NAPO member, contact Theresa Katalinas at (215) 884-6499 or Theresa@comsolutionsgroup.com.