



## Simplify Taxes

(NAPSA)—For personal finances and for small businesses, it's a good idea to keep thorough tax records throughout the year—not just when April 15 is looming on the horizon. Setting up a simple way to manage your books can help.

For example, Dome Simplified Bookkeeping Records are terrific cash record-keeping systems for small businesses. They feature calendars for important dates, filled-in specimen pages and records of income and expenses.



**Proper accounting books can make it easy to compile tax information come April 15.**

The “Dome Household Budget File” includes pockets for filing bills, receipts, etc. It also contains money-saving budget information, plus national averages for comparison purposes.

The “Dome Tax Deductions File” is an easy-to-use record of all personal tax-deductible expenses. It simplifies the filing of federal and state tax returns for individuals and has pockets for storing important papers.

Plus, these books come undated, so your fiscal year can start anytime. To learn more or to browse the company's catalog of books and software, visit an office supply store or go to [www.domeproducts.com](http://www.domeproducts.com).