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C&S Staff:

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Paula S. Benne, CSP CTS President

> Jerry Benne, CSP Vice President

Darlene Norment, CSP Accounting Director

Carrie Russell, CSP CTS Staffing Specialist

Sonnett Cagle, CSP CTS Staffing Specialist

Nicole Wilson, CSP Payroll Clerk

Mandy Thomas, CSP Account Representative

Stephanie Lehmen Community Relations Coordinator

> **Mary Heimericks** Claims Manager

Penny Smith Office Assistant

Taryn Henderson Office Assistant





Temp News



C&S employees receiving paychecks from C&S Business Services were mailed W2 forms which you should have received already. If you did not receive a W2 from C&S, please contact our office at 573-635-9295 to ensure vour address is current in our records.

Now it's on to the task of filing state and federal taxes which can be daunting to some of us. Here are a few tax tips that may help lower your taxes, save money when preparing your tax returns and avoid tax penalties.

S Contribute to Retirement Accounts -- If you haven't already funded your retirement account for 2020, you can do so by April 15, 2021. That's



the deadline for contributions to a tradi-IRA tional IRA, deductible or not, and to a Roth

IRA. Making a deductible contribution will help lower your tax bill this year. Plus, your contributions will compound tax-deferred.

S Make a last-minute estimated tax payment -- If you didn't pay enough to the IRS during the year, you may have a LAST sizable tax bill staring

you in the face. Plus, you might owe significant interest and penalties too.

S Organize your records for tax time -- Good organization may not cut your taxes but there are other rewards. and some of them are financial. For many, the biggest hassle at tax time

is getting all of the documentation together. This includes last year's tax return, this year's W-2s and 1099s, receipts and so on.

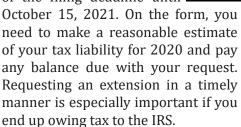
Find the right tax forms -- You can view and download a large 🔑 catalog of forms and publications the Internal Revenue

Service website (www.

irs.gov) or have them sent to you by mail. The IRS website will also direct you to sites where you can obtain state forms and publications filing for state returns.

SFile and pay on time -- If you can't finish your return on time,

make sure you file Form 4868 by April 15, 2021. Form 4868 gives you an extension of the filing deadline until



File electronically -- Electronic filing works best if you expect a tax refund. Because the IRS processes electronic returns faster than paper, you can expect to get your refund three

to six weeks earlier. The waiting time can even be less if you have your refund deposited directly into your bank account or IRA.

Employee News

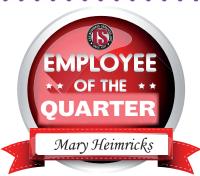


C&S Business Services would like to introduce the newest addition to the C&S staff. Taryn Henderson joined the C&S team as the Front Desk Technician in December of 2020.

In her role as Front Desk Technician, Taryn greets and assists applicants, employees and other customers entering the C&S office. She starts the hiring process by gathering the necessary paperwork and assisting with testing and training. Taryn assists with answering and directing phone calls and scheduling interviews. She also helps with updating employee records and distributing weekly paychecks.

Taryn is a graduate of Metro Business College and has previous office experience working in a medical office. Originally from Gasconade County, Taryn resides in Jefferson City with her two children. In her spare time, she enjoys crafting, watching crime mysteries and playing with her children.

Please join C&S Business Services in welcoming Taryn to the C&S team.





(Mary, right, is presented her award by C&S President, Paula S. Benne)

Mary Heimricks, Claims Manager • for C&S Business Services, was re- cently recognized as the C&S Em- ployee of the Quarter.

Nominated for the award by her peers at C&S Business Services, Mary was recognized for her ability to keep on top of COVID related absence reporting and tracking as well as her continued organization and coverage of the front office at C&S.

Mary has been with C&S Business Services for over 26 years and during that time she has served in many roles which gives her the experience and knowledge to assist employees and staff with most any question or task. She is known for being the "go to" person at C&S for that very reason.

Congratulations and thank you to Mary!



What's happening in February:

February 2 - Groundhog Day February 14 - Valentine's Day February 15 - Presidents' Day (C&S open)

February 16 – Mardi Gras



Permanent Placements

The following employees were recently offered and accepted permanent employment at their assignments. C&S would like to congratulate and thank each of these individuals for their hard work and dedication!

Koaleen Jones
Brandon Weirich
Joseph Garcia
Malcolm Mayes
Joseph Robinson
Christian Hilsenbeck
Mamie Brown
Aubrie Harris
Geneva Parthenopoulos
Terry Myers, Jr.

Months

Ability

IS WHAT YOU ARE CAPABLE OF DOING

Motivation determines what

DETĚRMINES WHAT YOU DO

Attitude DETERMINES HOW WELL YOU DO IT - Lou Hottz -