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# Gray, Gray & Gray, LLP's News

#### How Long Should You Hold On to Those Files?



Do you have a file cabinet overflowing with receipts and copies? Is there a drawer in your bedroom nightstand that is stuffed with old bank statements? We are all worried that we'll throw away something that we'll need later but are not sure how long it is necessary to keep certain records. Click here to view Gray, Gray & Gray's 2011 Record Retention Guide.

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# Timely Opportunities

# Answers to Your Questions about Marital Status and Tax Returns



Your marital status is one of the most important facts for your tax return. Problems can occur if a couple gets married or divorced without considering all the issues and consequences. Here are some answers to some frequently asked questions about marital status and taxes. Copyright © 2012

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## **Business Finance**

#### Search Your Company For Extra Cash



Profits aren't the sole province of your company's accounting staff or your chief financial officer. Each department contributes to the bottom line in one way or another and it's critical that all your employees understand how each area of the company accomplishes that. Click "Full Article" for some profit-boosting suggestions and how to get everyone more involved in the process. Copyright © 2012

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## Management

## Stamp Out Bad Attitudes and Boost Profits

Stinkin' Thinkin' can plague a company and create unnecessary problems. It can surface during economic slumps or business transitions, when an employee becomes disgruntled, and at other times. Stay on the lookout and if you see it starting to emerge at your business take action immediately! Here's how.



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