

# The Advisor

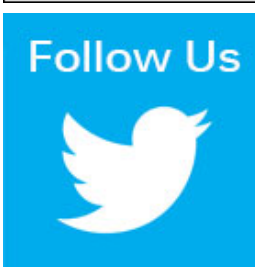
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## Gray, Gray & Gray, LLP's News

### Why Maintaining Payroll Records Remains an Absolute Must



**As disruptive** as it has been, the COVID-19 pandemic doesn't excuse employers from maintaining comprehensive payroll records. If a complaint triggers an EEOC or DOL investigation, you'll want to be ready with an employee file that can support your position. Here's what you should keep to comply with the law.

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## Family Business

### Keep the Long-Term in Mind When Instituting Changes



**Planning an expansion, merger or acquisition**, or a new way to boost profits? Change can bring upheaval to a family business so you need to keep the process under control. Continue reading for a checklist of essential questions to answer to help ensure your growth strategy succeeds.

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## Business Tax

### What Can Employers Do with Forfeited Employee FSA Balances?



**A flexible** spending account (FSA) is a health care benefit that provides tax savings for employers and employees. FSAs contain a "use-it-or-lose-it" feature. This could result in employees losing money not spent in accounts after a certain amount of time. Click "Full Article" to learn the basics of FSAs, as well as what employers' options are for forfeited employee balances.

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## Personal Tax

### Notify the IRS if You Change Your Address

**It's important** to tell the IRS if you change your address. It will help the agency notify you if there is a problem with a tax return you filed — or if you are due a refund. In fact, the burden is on taxpayers to tell the IRS they have moved — it is not on the IRS to find them. One individual discovered this in a court case. This article explains the rules and the facts of the case.

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