

The American Institute of Professional Bookkeepers

6001 Montrose Road • Suite 500 • Rockville, MD 20852 • (301) 770-7300 • aipb.org

Welcome...

Dear New AIPB Member:

Welcome—and congratulations! By joining bookkeepers nationwide in your professional association, you get these special member benefits:

- **Better Bookkeeping in 15 minutes**—free. Invaluable tips and techniques for accounting professionals (on this Web page).
- 2. 21 Key Bookkeeping Changes in Current Tax Laws—free. A briefing for accounting professionals (on this Web page).
- **Bookkeeper's Guide to Internal Controls—free**. Protect your company and yourself against fraud (on this Web page).
 - ✓ **2-year members** get *The Dictionary of 500 Most Common Bookkeeping & Accounting Terms*—**free** (on this Web page).
 - √ 3-year members get 30 Time- and Money-Saving Forms—free
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- 4. You get a Certificate of Membership suitable for framing. Fully validated for your term of membership. On this Website.
- You get the first and only professional publication for bookkeepers, The General Ledger newsletter. Stay fully up to date in minutes, test your knowledge with a monthly quiz and make sure you never miss a filing date with the handy Tax Calendar (on this Web page).
- **You get free answers to everyday technical questions** on the AIPB AnswerLine. Call 301-770-7300, M-F, 9-5 ET.
- 7 You save substantially on Certification. Become a *Certified Bookkeeper* and earn the right to put CB after your name. For details, download *The Certified Bookkeeper (CB) Program*.
- Find a job, hire a bookkeeping assistant or offer freelance services

 —free. Just go to the special <u>AIPB Job Site</u>.
- You can save up to 34% on UPS®. Enroll at Member UPS Discount—or call 1-800-MEMBERS any weekday from 8 a.m.–6 p.m. ET.
- 10. You can use the Members Only page to link to any state revenue department and to access the last 24 issues of *The General Ledger*. You will need your 9-digit Member ID (copy it from your Certificate of Membership).
- 11. You get affordable Bookkeepers' Professional Education. Advance your skills, knowledge and career—and earn a Certificate of Completion to display to employer or clients with complete self-study courses. Just visit the AIPB Bookstore for self-study courses in:

CB*	<u>Mastering Adjusting Entries</u>
CB*	<u>Mastering Correction of Accounting Errors</u>
CB*	<u>Mastering Payroll</u>
CB*	<u>Mastering Depreciation</u>
CB*	<u>Mastering Inventory</u>
CB*	Mastering Internal Controls and Fraud Prevention
	Mastering Payroll II
	<u>Mastering Financial Statement Analysis</u>
	Mastering the Statement of Cash Flows
	Mastering Tax Preparation for C Corporations
	Mastering Tax Preparation for S Corporations
	Mastering Tax Preparation for Partnerships
	Mastering Tax Preparation for Sole Proprietorships
	Mastering Credit and Collections
	Mastering-Double-Entry-Bookkeeping—the Fast, Easy Way to Master Debits and Credits

- 12. You save 20% on professional liability insurance. This comprehensive policy is designed specifically for bookkeepers and tax preparers by Travelers, a top carrier. Covers: disciplinary hearings, ICs hired on your behalf, punitive damages (where insurable), and defense expenses. Claims settled only with your consent. For details, visit Member Liability Insurance Discount.
- **13.** You can get <u>The Encyclopedia of Journal Entries</u>, 7th Edition—at \$10 off. Find every journal entry you'll ever need. Save hours of research and awkward phone calls.
- 14. You can connect with other professional bookkeepers in AIPB's chat rooms. One room is for all kinds of bookkeepers—the other is for *Certified Bookkeepers* and those interested in certification. Go to <u>AIPB Chat Rooms</u>.

Have questions about your membership? Just call 301-770-7300 or e-mail info@aipb.org. Welcome to the American Institute of Professional Bookkeepers!

Sincerely,

Stanley I. Hartman Executive Director

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SIH/cw

^{*} Certified Bookkeeper preparatory course.