November 2015

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Key Compliance Dates

Monday, November 2 Employers file Form 941 for the third quarter of 2015 (if tax was deposited tax in full and on time file by November 10). Deposit federal unemployment tax owed through September if more than $500.

Wednesday, November 4 Semiweekly depositors deposit FICA and withheld income tax on wages paid on October 28-30.

Friday, November 6 Semiweekly depositors deposit FICA and withheld income tax on wages paid on October 31-November 3.

Tuesday, November 10 File Form 941 for the third quarter of 2015 if tax for the quarter was deposited in full and on time. Tipped employees who received $20 or more in tips during October report them to the employer on Form 4070.

Thursday, November 12 Semiweekly depositors deposit FICA and withheld income tax on wages paid on November 4-6.

Monday, November 16 Monthly depositors deposit FICA and withheld income tax for October. Semiweekly depositors deposit FICA and withheld income tax on wages paid on November 7-10.

Wednesday, November 18 Semiweekly depositors deposit FICA and withheld income tax on wages paid on November 11-13.

Friday, November 20 Semiweekly depositors deposit FICA and withheld income tax on wages paid on November 14-17.

Wednesday, November 25 Semiweekly depositors deposit FICA and withheld income tax on wages paid on November 18-20.

Monday, November 30 Semiweekly depositors deposit FICA and withheld income tax on wages paid on November 121-24.

To-Do List

- ☐ Remind individual clients, whose withholding status will change in 2016, to submit new W-4 forms to their employers.
- ☐ Remind individual clients, who may have underpaid estimated taxes, to increase withholding from salary and wages to make up for shortfall.
- ☐ Renew PTIN
- ☐ Register online to use IRS e-services. Preparers who anticipate filing 11 or more 1040, 1040A, 1040EZ and 1041 during the year must file electronically.
- ☐ Set up tax preparation software and test e-filing. Download IRS e-file logo and order IRS e-file marketing materials. See the *EFTPS Tool Kit* at http://www.irs.gov/pub/irs-pdf/p4320.pdf

Notes