December 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	31		

Key Compliance Dates

December Employees whose withholding status will change in 2016 should submit a new Form W-4 to the employer. The new form should be submitted as early as possible to guarantee implementation of the withholding change in January.

Wednesday, December 2 Semiweekly depositors deposit FICA and withheld income tax on wages paid on November 25-27.

Friday, December 4 Semiweekly depositors deposit FICA and withheld income tax on wages paid on November 28–December 1.

Wednesday, December 9 Semiweekly depositors deposit FICA and withheld income tax on wages paid on December 2-4.

Thursday, December 10 Tipped employees who received $20 or more in tips during November report them to the employer on Form 4070.

Friday, December 11 Semiweekly depositors deposit FICA and withheld income tax on wages paid on December 5-8.

Tuesday, December 15 Monthly depositors deposit FICA and withheld income tax for November. Calendar-year corporations pay fourth installment of 2015 estimated tax.

Wednesday, December 16 Semiweekly depositors deposit FICA and withheld income tax on wages paid on December 9-11.

Friday, December 18 Semiweekly depositors deposit FICA and withheld income tax on wages paid on December 12-15.

Wednesday, December 23 Semiweekly depositors deposit FICA and withheld income tax on wages paid on December 16-18.

Monday, December 28 Semiweekly depositors deposit FICA and withheld income tax on wages paid on December 19-22.

Wednesday, December 30 Semiweekly depositors deposit FICA and withheld income tax on wages paid on December 23-25.

To-Do List

- ☐ Establish tax return preparation procedures.
- ☐ Develop tax preparation docket sheet.
- ☐ Analyze tax season staffing needs.
- ☐ Prepare tax season work assignments.
- ☐ Prepare tax preparation packets for clients
- ☐ Review new tax developments.
- ☐ Remind individual clients of January 15 due date for final 2015 estimated tax payment.

Notes