January 2016

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10	11	12	13	14	15	16
17	18	19	20	21	22	23
31 / 24	25	26	27	28	29	30

To-Do List

- ☐ Send tax preparation packets and tax data organizers to individual clients.
- ☐ Alert individual clients to the option of filing the 2015 return by February 1, in lieu of making final 2015 estimated tax payment.
- ☐ Remind business clients of information reporting requirements.

Key Compliance Dates

Monday, January 4 Semiweekly depositors deposit FICA and withheld income tax on wages paid on December 26-29.

Wednesday, January 6 Semiweekly depositors deposit FICA and withheld income tax on wages paid on December 30–January 1.

Friday, January 8 Semiweekly depositors deposit FICA and withheld income tax on wages paid on January 2-5.

Monday, January 11 Tipped employees who received $20 or more in tips during December report them to their employers on Form 4070.

Wednesday, January 13 Semiweekly depositors deposit FICA and withheld income tax on wages paid on January 6-8.

Friday, January 15 Monthly depositors deposit FICA and withheld income tax for December. Semiweekly depositors deposit FICA and withheld income tax on wages paid on January 9-12. Individuals pay final installment of 2015 estimated tax.

Thursday, January 21 Semiweekly depositors deposit FICA and withheld income tax on wages paid on January 13-15.

Friday, January 22 Semiweekly depositors deposit FICA and withheld income tax on wages paid on January 16-19.

Wednesday, January 27 Semiweekly depositors deposit FICA and withheld income tax on wages paid on January 20-22.

Friday, January 29 Semiweekly depositors deposit FICA and withheld income tax on wages paid on January 23-26.

Notes