

# November 2016

## Key Compliance Dates

**Wednesday, November 2** Semiweekly depositors deposit FICA and withheld income tax on wages paid on October 26-28.

**Friday, November 4** Semiweekly depositors deposit FICA and withheld income tax on wages paid on October 29-November 1.

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

**Thursday, November 10** File Form 941 for the third quarter of 2016 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.

**Monday, November 14** Semiweekly depositors deposit FICA and withheld income tax on wages paid on November 5-8.

**Tuesday, November 15** Monthly depositors deposit FICA and withheld income tax for October.

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

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

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

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

**Wednesday, November 30** Semiweekly depositors deposit FICA and withheld income tax on wages paid on November 19-22.

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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			

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## To-Do List

- Remind individual clients, whose withholding status will change in 2017, 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>