

## December 2016

## Key Compliance Dates

**December** Employees whose withholding status will change in 2017 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.

Friday, December 2 Semiweekly depositors deposit FICA and withheld income tax on wages paid on November 26-29.

**Wednesday, December 7** Semiweekly depositors deposit FICA and withheld income tax on wages paid on November 30-December 2.

**Friday, December 9** Semiweekly depositors deposit FICA and withheld income tax on wages paid on December 3-6.

**Monday, December 12** Tipped employees who received \$20 or more in tips during November report them to the employer on Form 4070.

**Wednesday, December 14** Semiweekly depositors deposit FICA and withheld income tax on wages paid on December 7-9

**Thursday, December 15** Monthly depositors deposit FICA and withheld income tax for November.

Calendar-year corporations pay fourth installment of 2016 estimated tax.

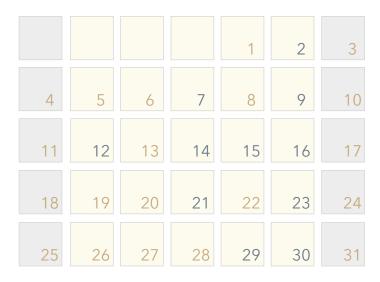
**Friday, December 16** Semiweekly depositors deposit FICA and withheld income tax on wages paid on December 10-13.

**Wednesday, December 21** Semiweekly depositors deposit FICA and withheld income tax on wages paid on December 14-16.

**Friday, December 23** Semiweekly depositors deposit FICA and withheld income tax on wages paid on December 17-20

**Thursday, December 29** Semiweekly depositors deposit FICA and withheld income tax on wages paid on December 21-23.

**Friday, December 30** Semiweekly depositors deposit FICA and withheld income tax on wages paid on December 24-27.



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## 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 17 due date for final 2017 estimated tax payment.
- ☐ Remind business clients of new January 31 due date for filing Forms W-2 and 1099-MISC.
- ☐ Alert partnerships of accelerated March 15 due date for partnership returns.
- ☐ Remind C corporation clients of new April 17 due date for annual returns.