

# 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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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

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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.