

# December 2018

## **Key Compliance Dates**

In December, employees whose withholding status will change in 2019 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, Dec. 5

Semiweekly depositors deposit FICA and withheld income tax on wages paid on Nov. 28-30.

#### Friday, Dec. 7

Semiweekly depositors deposit FICA and withheld income tax on wages paid on Dec. 1-4.

### Monday, Dec. 10

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

## Wednesday, Dec. 12

Semiweekly depositors deposit FICA and withheld income tax on wages paid on Dec. 5-7.

## Friday, Dec. 14

Semiweekly depositors deposit FICA and withheld income tax on wages paid on Dec. 8-11.

#### Monday, Dec. 17

Monthly depositors deposit FICA and withheld income tax for November.

Calendar-year corporations pay fourth installment of 2018 estimated tax.

#### Wednesday, Dec. 19

Semiweekly depositors deposit FICA and withheld income tax on wages paid on Dec. 12-14.

#### Friday, Dec. 21

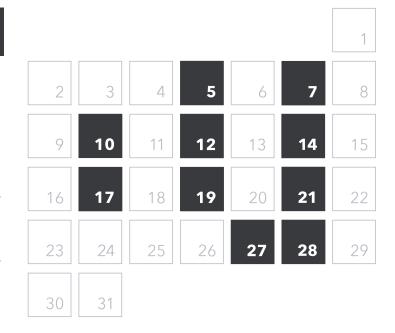
Semiweekly depositors deposit FICA and withheld income tax on wages paid on Dec. 15-18.

#### Thursday, Dec. 27

Semiweekly depositors deposit FICA and withheld income tax on wages paid on Dec. 19-21.

#### Friday, Dec. 28

Semiweekly depositors deposit FICA and withheld income tax on wages paid on Dec. 22-25.



## **To-Do List**

- ☐ Establish tax return preparation procedures.
- ☐ Develop tax preparation docket sheet.
- $\square$  Analyze tax season staffing needs.
- ☐ Prepare tax season work assignments.
- ☐ Prepare tax preparation packets and tax data organizers for clients.
- $\square$  Review new tax developments.
- ☐ Remind individual clients of Jan. 15 due date for final 2018 estimated tax payment.
- ☐ Remind business clients of Jan. 31 due date for filing Forms W-2 and 1099-MISC.