

# January 2020

## Key Compliance Dates

### Thursday, Jan. 2

Semiweekly depositors deposit FICA and withheld income tax on wages paid on Dec. 25-27.

### Monday, Jan. 6

Semiweekly depositors deposit FICA and withheld income tax on wages paid on Dec. 28-31.

### Wednesday, Jan. 8

Semiweekly depositors deposit FICA and withheld income tax on wages paid on Jan. 1-3.

### Friday, Jan. 10

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

Semiweekly depositors deposit FICA and withheld income tax on wages paid on Jan. 4-7.

### Wednesday, Jan. 15

Monthly depositors deposit FICA and withheld income tax for December.

Individuals pay final installment of 2019 estimated tax.

Semiweekly depositors deposit FICA and withheld income tax on wages paid on Jan. 8-10.

### Friday, Jan. 17

Semiweekly depositors deposit FICA and withheld income tax on wages paid on Jan. 11-14.

### Thursday, Jan. 23

Semiweekly depositors deposit FICA and withheld income tax on wages paid on Jan. 15-17.

### Friday, Jan. 24

Semiweekly depositors deposit FICA and withheld income tax on wages paid on Jan. 18-21.

### Wednesday, Jan. 29

Semiweekly depositors deposit FICA and withheld income tax on wages paid on Jan. 22-24.

### Friday, Jan. 31

Semiweekly depositors deposit FICA and withheld income tax on wages paid on Jan. 25-28.

Employers file Form 941 for the fourth quarter of 2019 (if tax deposited in full and on time, file by Feb. 10).

Qualifying small employers file annual Form 944 for 2019 (in lieu of quarterly Form 941).

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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	

Employers file Form 940 for 2019 (if tax was deposited in full and on time, file by Feb. 10).

Furnish copies of Form W-2 for 2019 to employees.

Employers file Copy A of all Forms W-2 issued for 2019 with the Social Security Administration (SSA). Paper Forms W-2 should be accompanied by a Form W-3.

Furnish information returns to payees for payments made in 2019.

File information returns with the IRS for nonemployee compensation paid in 2019.

Individuals file individual income tax return for 2019 in lieu of Jan. 15 estimated tax payment.

File Form 945 for 2019 to report income tax withheld on non-payroll items.

## To-Do List

- Send tax preparation packets and tax data organizers to individual clients.
- Alert individual clients to the option of filing the 2019 return by Jan. 31 in lieu of making final 2019 estimated tax payment.
- Remind business clients of information reporting requirements.