

January 2022

Key Compliance Dates

Wednesday, January 5

Semiweekly depositors deposit FICA and withheld income tax on wages paid on December 29-31.

Friday, January 7

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

Monday, January 10

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

Wednesday, January 12

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

Friday, January 14

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

Monday, January 17

Monthly depositors deposit FICA and withheld income tax for December.

Individuals pay final installment of 2021 estimated tax.

Wednesday, January 19

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

Friday, January 21

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

Wednesday, January 26

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

Friday, January 28

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

Monday, January 31

Employers file Form 941 for the fourth quarter of 2021 (if tax deposited in full and on time, file by February 10). Qualifying small employers file annual Form 944 for 2021 (in lieu of quarterly Form 941s).

Employers file Form 940 for 2021 (if tax was deposited in full and on time, file by February 10).

Furnish copies of Form W-2 for 2021 to employees and file Copy A with the Social Security Administration (SSA).

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Furnish Form 1099-NEC information returns for 2021 to payees of nonemployee compensation and file returns with the IRS.

File Form 945 for 2021 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 2021 return by January 31 in lieu of making final 2021 estimated tax payment.
- Remind business clients of information reporting requirements.