

# December 2024

## Key compliance dates

Employees whose withholding status will change in 2024 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.

### Monday, December 2

Semiweekly depositors deposit FICA and withheld income tax on wages paid on November 23-26.

### Wednesday, December 4

Semiweekly depositors deposit FICA and withheld income tax on wages paid on November 27-29.

### Friday, December 6

Semiweekly depositors deposit FICA and withheld income tax on wages paid on November 30-December 3.

### Monday, December 9

Semiweekly depositors deposit FICA and withheld income tax on wages paid on December 4-6.

### Tuesday, December 10

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

### Friday, December 13

Semiweekly depositors deposit FICA and withheld income tax on wages paid on December 7-10.

### Monday, December 16

Monthly depositors deposit FICA and withheld income tax for November.

**Corporations:** Deposit the fourth installment of estimated income tax for 2024. A worksheet, Form 1120-W, is available to help you estimate your tax for the year.

**Social Security, Medicare, and withheld income tax:** If the monthly deposit rule applies, deposit the tax for payments made in November.

### Wednesday, December 18

Semiweekly depositors deposit FICA and withheld income tax on wages paid on December 11-13.

### Friday, December 20

Semiweekly depositors deposit FICA and withheld income tax on wages paid on December 14-17.

### Thursday, December 26

Semiweekly depositors deposit FICA and withheld income tax on wages paid on December 18-20.

1	2	3	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				

### Monday, December 30

Semiweekly depositors deposit FICA and withheld income tax on wages paid on December 21-24.

### 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 due date for final 2024 estimated tax payment.
- Remind business clients of January 31 due date for filing forms W-2 and 1099-MISC for 2024.