

January 2017

Key Compliance Dates

Wednesday, January 4 Semiweekly depositors deposit FICA and withheld income tax on wages paid on December 28-30.

Friday, January 6 Semiweekly depositors deposit FICA and withheld income tax on wages paid on December 31-January 3.

Tuesday, January 10 Tipped employees who received \$20 or more in tips during December report them to their employers on Form 4070.

Wednesday, January 11 Semiweekly depositors deposit FICA and withheld income tax on wages paid on January 4-6.

Friday, January 13 Semiweekly depositors deposit FICA and withheld income tax on wages paid on January 7-10.

Tuesday, January 17 Monthly depositors deposit FICA and withheld income tax for December.

Individuals pay final installment of 2016 estimated tax.

Thursday, January 19 Semiweekly depositors deposit FICA and withheld income tax on wages paid on January 11-13.

Friday, January 20 Semiweekly depositors deposit FICA and withheld income tax on wages paid on January 14-17.

Wednesday, January 25 Semiweekly depositors deposit FICA and withheld income tax on wages paid on January 18-20.

Friday, January 27 Semiweekly depositors deposit FICA and withheld income tax on wages paid on January 21-24.

Tuesday, January 31 Employers file Form 941 for the fourth quarter of 2016 (if tax deposited in full and on time file by February 10).

Qualifying small employers file annual Form 944 for 2016 (in lieu of quarterly Form 941s).

Employers file Form 940 for 2016 (if tax was deposited in full and on time, file by February 10).

Furnish copies of Form W-2 for 2016 to employees.

NEW DUE DATE: Employers file Copy A of all Forms W-2 issued for 2016 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 2016.

NEW DUE DATE: File information returns with the IRS for nonemployee compensation paid in 2016.

Individuals file individual income tax return for 2016 in lieu of January 15 estimated tax payment.

File Form 945 for 2016 to report income tax withheld on nonpayroll items.

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				

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To-Do List

- Send tax preparation packets and tax data organizers to individual clients.
- Alert individual clients to the option of filing the 2016 return by January 31, in lieu of making final 2016 estimated tax payment.
- Remind business clients of information reporting requirements.