

# November 2021

## Key Compliance Dates

### Monday, November 1

Employers file Form 941 for the third quarter of 2021 (if tax was deposited in full and on time, file by November 10).  
Deposit FUTA tax owed through September if more than \$500.

### Wednesday, November 3

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

### Friday, November 5

Semiweekly depositors deposit FICA and withheld income tax on wages paid on October 30-November 2.

### Wednesday, November 10

Semiweekly depositors deposit FICA and withheld income tax on wages paid on November 3-5.  
File Form 941 for the third quarter of 2021 if tax for the quarter was deposited in full and on time.  
Tipped employees who received \$20 or more in tips during October report them to the employer on Form 4070.

### Friday, November 12

Semiweekly depositors deposit FICA and withheld income tax on wages paid on November 6-9.

### Monday, November 15

Monthly depositors deposit FICA and withheld income tax for October.

### Wednesday, November 17

Semiweekly depositors deposit FICA and withheld income tax on wages paid on November 10-12.

### Friday, November 19

Semiweekly depositors deposit FICA and withheld income tax on wages paid on November 13-16.

### Wednesday, November 24

Semiweekly depositors deposit FICA and withheld income tax on wages paid on November 17-19.

### Friday, November 26

Semiweekly depositors deposit FICA and withheld income tax on wages paid on November 20-23.

	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				

## To-Do List

- Remind individual clients whose withholding status will change in 2022 to submit new W-4 forms to their employers.
- Remind individual clients who may have underpaid estimated taxes to increase withholding from salary and wages to make up for shortfall.
- Renew PTIN.
- Register online to use IRS e-services. Preparers who anticipate filing 11 or more 1040, 1040A, 1040EZ, and 1041 returns during the year must file electronically.
- Set up tax preparation software and test e-filing. Download IRS e-file logo and order IRS e-file marketing materials. See the [EFTPS Tool Kit](#).