



Important Dates Calendar

Note - LLC – Annual Report Filing is due on the anniversary of the business formation, so not represented below.

Note - 941 Quarterly Payroll reports are typically submitted by the payroll company. They are due April 30, July 31, October 31, and January 31 and not represented below.

January/February

January 15 – Fourth or four estimated income tax payment is due for individuals and corporations.

January 24 – All statements with Prior year activity are due. Extensions will be necessary if bookkeeping is delayed due to not receiving statements OR if open questions prevent us from closing your bookkeeping.

January 31 – 1099 returns due. YourQBGuru can do your 1099's, just know that the price goes up after today!

February 15 – YourQBGuru's suggested last day for tweaking your bookkeeping for March 15th filing.

February 28 - YourQBGuru's suggested last day for tweaking your bookkeeping for April 15th filing.

March

March 15 – Calendar year s-corporations and multi-llc annual report due. YourQBGuru can submit your annual report for you!

March 15 – Calendar year and s-corp elected LLC's tax returns are due.

March 15 – Corporate Excise Tax due (\$456.00).

March 30 – Self Check – Any new liabilities or large purchases your bookkeeper should know about?

April/May

April 15 – Sole proprietorship, Single LLC, and DBA personal tax returns due.

April 15 – First of four estimated income tax are due for January 1 – March 31 time period.

May 1 – Get caught up! YourQBGuru encourages any clients who are behind in bookkeeping get caught up now!

June/July

June 15 – Second of four estimated income tax payments is due for April 1 – May 31 time period.

June 30 –Self Check – Any new liabilities or large purchases your bookkeeper should know about?

July 1 – Schedule a Mid-Year Check-In with YourQB Guru to review your numbers.

August/September

August 1 – Get caught up! YourQBGuru encourages any clients who are behind in their bookkeeping get caught up now!

September 15 – Calendar year s -corporate and multi-llc extensions due.

September 16 - Third of four estimated income tax payment is due for April 1 – May 31 time period.

September 30 - Self Check – Any new liabilities or large purchases your bookkeeper should know about?

October

October 1 – Book your tax time review and planning with your bookkeeper and CPA.

October 15 – Sole proprietorship, Single LLC and DBA personal tax return extentions due.

October 31 –941 Quarter 3 payroll tax returns are due.

October 31 – Sign the updated YourQBGuru Engagement letter.

November/December

November 1 – Get Caught Up! YourQBGuru encourages any clients that are behind in their bookkeeping get caught up now! **Any clients behind**

after November 15 will be put on extension.

November 10 – Did you meet with your CPA for tax planning?

December 31 – All W9's are due to YourQBGuru if we are generating your 1099's.

December 31 – Report Fringe benefits to your payroll provider.

December 31 – Report health insurance premiums paid by the company for 2% or greater shareholders to your payroll provider.