

## WHAT IS ON YOUR TAX CALENDAR? A LOOK INTO 2012

Your business or individual tax calendar spans twelve months similar to the standard wall calendar. It includes specific due dates for filing tax forms, paying or depositing taxes, and taking other actions required by federal tax law. By using tax calendars provided by the IRS on their website (<http://www.irs.gov/pub/irs-pdf/p509.pdf>) or in specific publications, you won't have to calculate the due dates yourself; you will be more apt to file reports and returns timely, pay timely, and avoid penalties and interest charges; and the published calendar will adjust due dates for weekends and legal holidays. The 2010 IRS tax calendar considers ten federal legal holidays:

January 16	-	Birthday of Martin Luther King, Jr.
February 20	-	Washington's Birthday
April 16	-	District of Columbia Emancipation Day
May 28	-	Memorial Day
July 4	-	Independence Day
September 3	-	Labor Day
October 8	-	Columbus Day
November 12	-	Veteran's Day
November 22	-	Thanksgiving Day
December 25	-	Christmas Day

For now I will focus on the First Quarter—January, February, and March—of 2012's tax calendar. The IRS provides three tax calendars on their website: General Tax Calendar, Employer's Tax Calendar and Excise Tax Calendar. The First Quarter has numerous due dates for annual reporting requirements.

January 17: The final installment date of 2011 estimated tax for individuals. If you don't pay taxes through withholding or if you didn't pay enough tax through withholding, use Form 1040-ES to deposit taxes.

January 31: A) All business entities must use the appropriate version of Form 1099 to provide an annual information statement to recipients of certain payments made during 2011. Examples include payments to workers not considered employees, interest, rent, and profit-sharing or retirement plan distributions. B) Employers must provide 2011 W-2s to employees. C) Form 945 reporting income tax withheld for 2011 on all non-payroll items, including withholding on pensions, annuities, and IRAs. D) Form 941 for payroll paid during the fourth quarter of 2011. E) Form 940, Federal Unemployment tax, for 2011 if you owe any tax.

February 10: Forms 940, 941, and 945 are due if you previously deposited the respective taxes for the year in full and on time.

February 15: Any employees who claimed exemption from income tax withholding in the prior year are required to complete a new withholding declaration using Form W-4. If they do not do so, employers should begin withholding taxes from their wages.

February 29: File, with the IRS, information returns (Form 1099) for certain payment made during 2011 and previously mentioned under January 31. Each type of Form 1099 requires a separate Form 1096 to

summarize and transmit. General instructions for the various information returns include information about what payments are covered, how much the cumulative payments must be before reporting is required, which form to use and time to file extensions. File Form W-3, Transmittal of Wages and Tax Statements along with Copy A of Forms W-2 issued for 2011.

March 15: A) Corporations with December 31, 2011 year ends must file their income tax return (Form 1120) and pay any tax due. B) S Corporations with December 31, 2011 year ends must file the income tax return (Form 1120S), pay any tax due, and provide each shareholder with a copy of Schedule K-1 (Form 1120S), communicating their share of income, deductions, and credits. This due date is the most often misunderstood. Your S Corporation Form 1120S is not due April 15, it is due March 15. You may receive an automatic 6-month extension of time (September 17, 2012) to file these returns (Form 1120 or Form 1120S) by filing Form 7004 and depositing any tax you estimate you owe. C) Form 2553, Election by a Small Business Corporation to be treated as an S Corporation beginning with calendar year 2012 is also due by March 15, 2012. All shareholders must sign to accomplish this action.

March 31: If you file Forms 1098, 1099, or W-2G electronically, you have until this date to file them with the IRS, if not, see February 29. The recipients must still be informed by January 31.

Be sure to set your calendar up ahead of time with the applicable due dates. Timely filing is the best practice. Only make use of offered extensions in extenuating circumstances. I will cover the second tax calendar in February.

*\*Doug Parham, CPA is a partner with the firm of Boldt, Carlisle & Smith LLC, Certified Public Accountants, which serves clients throughout the Willamette Valley and around Oregon from offices in Salem, Stayton, and Albany. He can be reached at (503) 585-7751 or at [dparham@bcslc.com](mailto:dparham@bcslc.com). For more information please see [www.bcslc.com](http://www.bcslc.com).*