

NAME:

01/01/2	2020 Through	MONTHS												
	DUE	ASSIGN	1	2	3	4	5	6	7	8	9	10	11	12
FEDERAL TAX RETURNS:														
Bus. Income Tax Returns														
Estimated Tax Payments														
Owner(s) Ind. Tax Returns										Tax	Proje	ction		
Owner(s) Est. Tax Payments														
Form 941	1/31													
Form 940	1/31													
Federal PR Tax Deposits														
1099s to recipients	1/31				Up	date	Con	tact l	nfor	natic	n/W	9/Agr	eem	ent
1099s to IRS	1/31													
W-2s to Employees	1/31													
W-2s to IRS	1/31													
Benefit plan reports (5500s)														
Pension Plan - Simple Plan														
Cafeteria Plan														
Health/H.S.A														

STATE & LOCAL TAX RETURNS:								
Bus. Income Tax Returns								
Estimated Tax Payments								
Owner(s) Ind. Tax Returns								
Owner(s) Est. Tax Payments								
NC LLC Secretary of State	1/31							
Property Tax Listing (Remove Obsolete Assets by 12/31)	1/31							
Payroll Withholding Returns	1/31							
NC Unemployment Returns	1/31							
State PR Tax Deposits								
Sales Tax Reports								
Privilege License	6/30							

NAME:
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01/01/2020 Through 12/31/2021				MONTHS												
	DUE	ASSIGN	1	2	3	4	5	6	7	8	9	10	11	12		
YEAR END:																
Reconcile Bank & Credit Cards																
Year-End Adjustments																
Equipment Finance & LOC (Do I need equipment for next year?)																
Physical Inventory																
General Ledger Status (Accounting System Tune Up?)																
Close Books	1/31															
PPP Forgiveness Loans																
EIDL																

GENERAL TAX DEADLINES:								
Partnerships	3/15							
S-Corporations	3/15							
C-Corporations	4/15							
Schedule C	4/15							
FinCen - FBAR	4/15							
Trust & Estates	4/15							
Tax Exempt	5/15							

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