

# TAX CALENDAR



## Year End Checklist

- ☒ Close out your 2023 accounting books by posting all transactions and reconciling your bank statements.
- ☒ Look through your transactions to see if they are categorized correctly.
- ☒ Write off inventory that is of no use.
- ☒ Write off any uncollectible Accounts Receivables.
- ☒ Review your transactions for eligible deductions like a home office, mileage, and other business expenses.
- ☒ Review your retirement plan contributions and plan last deposit before filing tax return.
- ☒ Run 2023 Profit and Loss Statement and Balance Sheet to present to your tax preparer.

## To-Do List

- ☒ Add your payroll tax and sales tax payment due dates to the calendar.

### January

- 17 Estimated tax payments 2022 Q4 due
- ☒ Make note of your 2023 beginning inventory balance.

### February

- 1 Prepare and send W-2's for employees
- 1 Prepare and send 1099-NEC for independent contractors

### March

- 15 Partnership Tax Return, Form 1065 due. Provide all owners with K-1.
- 15 S-Corporation Tax Return, Form 1120S due. Provide all owners with K-1.
- 15 File to Convert to a S-Corporation, Form 2553, by this date

### April

- 15 Sole Proprietor, Schedule C filed with personal tax return, Form 1040
- 15 C-Corporation Tax Return, Form 1120 due
- 18 Estimated tax payments 2023 Q1 due

### May

### June

- 15 Estimated tax payments Q2 due

### July

### August

- ☒ Schedule a time to meet with an SBDC advisor to look for efficiencies in your accounting & bookkeeping practices.

Schedule

### September

- 15 Partnership and S Corporations Extension due
- 15 Estimated tax payments Q3 due

### October

- 15 Sole Proprietor or C-Corporation Extension due

### November

### December

- ☒ Write off inventory that cannot be sold and uncollectable Accounts Receivables.
- ☒ Make note of 2023 ending inventory balances
- ☒ Total your 2023 inventory purchased

