

# Starting Your Business Checklist



# Starting Your Business Checklist

## I. For All Colorado Businesses

- **Trade name Registration for Sole Proprietorship or General Partnership (also for LLCs and Corporations operating under a different name than their legal name):**
  1. Trade Names are now filed online with the Colorado Secretary of State's Office. There is a \$20.00 fee for filing a trade name online. However, this fee is subject to change so check before filing your trade name. Before registering, search the database to be sure the name is not already in use in Colorado. To do this:
    - a) Go to [www.sos.state.co.us](http://www.sos.state.co.us)
    - b) Go to *Businesses, trademarks, trade names* under Programs & Services
    - c) Select *search business database* under Search & file
  2. To file a Statement of Trade Name:
    - a) Go to [www.sos.state.co.us](http://www.sos.state.co.us).
    - b) Go to *Businesses, trademarks, trade names* under Programs & Services
    - c) Select *File a business document* under Search & file
    - d) Select *File a form to create a NEW record*
    - e) Select *Trade name* under the column LLCs, Corporations & Trade Names
    - f) Select the appropriate type of trade name to file.
  3. Payment must be submitted online at the time of filing. Visa, MasterCard, and American Express credit, debit, and pre-paid or gift credit cards are acceptable forms of payment. Gift credit cards issued through Visa, MasterCard, and American Express are gift cards that can be used anywhere and not limited to a single vendor.
  4. Filing online with the Secretary of State's office is secure. Information is processed through a secure server that utilizes 128-bit encryption for all payment information.

Note that while all trade names are now filed with the Secretary of State's Office and you may need to contact other agencies for tax and licensing information. For example:

1. Questions regarding an employer identification number (EIN) and federal taxes should be directed to the Internal Revenue Service, [www.irs.gov](http://www.irs.gov).
2. Questions regarding state tax information and state sales tax licensing should be directed to the Colorado Department of Revenue, <https://colorado.gov/revenue>.
3. Questions regarding City of Durango sales tax and/or lodgers tax should be directed to the City of Durango, [www.durangogov.org](http://www.durangogov.org).
4. Issues regarding workers' compensation or unemployment insurance should be directed to the Colorado Department of Labor and Employment, [www.coworkforce.com](http://www.coworkforce.com).

*Note: Banks will require the Trade Name Registration to document your authority to open a business checking account.*

- **Corporate registration for profit and nonprofit corporations:** These registrations are now filed online. There is a \$50 fee to file Articles of Incorporation with the Secretary of State ([www.sos.state.co.us](http://www.sos.state.co.us)). If you are doing business under an assumed name (other than the name which you incorporate), file a Trade Name Affidavit with the Secretary of State as well (see above).

To file a Articles of Incorporation

- Go to [www.sos.state.co.us](http://www.sos.state.co.us).
  - Go to *Businesses, trademarks, trade names* under Programs & Services
  - Select *File a business document* under Search & file
  - Select *File a form to create a NEW record*
  - Select *Profit Corporation* or *Nonprofit Corporation* under the column LLCs, Corporations & Trade Names
  - Follow the prompts from here
- **S Corporation:** These registrations are now filed online with the Secretary of State ([www.sos.state.co.us](http://www.sos.state.co.us)). With this registration you need to first set up a corporation with the Secretary of State, then file Form 2553 to elect to become an S Corporation. The election permits the income from the S Corporation to be taxed to the corporation shareholders rather than to the corporation itself.
  - **Limited Liability Company (LLC) / Limited Partnership (LP):** These registrations are now filed online with the Secretary of State ([www.sos.state.co.us](http://www.sos.state.co.us)) (including Limited Liability Partnership [LLP], Limited Liability Limited Partnership [LLLP], and Limited Partnership Association [LPA]). There is a \$50 fee to register Articles of Organizations (Limited Liability Company) with the Secretary of State. If you are doing business under an assumed name (other than the name which you incorporate), file a Trade Name Affidavit with the Secretary of State as well (see above).

To file a Articles of Incorporation

- Go to [www.sos.state.co.us](http://www.sos.state.co.us).
  - Go to *Businesses, trademarks, trade names* under Programs & Services
  - Select *File a business document* under Search & file
  - Select *File a form to create a NEW record*
  - Select *Limited liability company (LLC)* under the column LLCs, Corporations & Trade Names
  - Follow the prompts from here
- **Legal Structure:** See the chart on page 8 for general information. For more information about selecting a legal form of business organization, call the SBDC at (970) 247-7009, the Colorado Small Business Hotline at 1-800-333-7798, or the Internal Revenue Service. Web Site: <http://soba.fortlewis.edu/sbdc>.
  - **Business Licenses:** A business license is required to conduct business in many cities, including the cities of Cortez and Durango. Call the City of Durango at 385-2811 or the City of Cortez at 565-3402 for licensing requirements. If you are unsure whether a license is required, and

you live within the corporate limits of a city or town, call the corresponding City Clerk or Town Clerk office. If you live outside the corporate limits of a city or town, you may not need a local business license. There are some exceptions, as in the case of a business that provides lodging, and you should be aware of which exceptions might apply to you. Other occupations require special licenses with the State of Colorado. For information about special occupation business licenses, contact the Small Business Hotline at 1-800-333-7798.

- **Sales Tax Licenses:** These authorize you to collect sales tax in retail transactions and are essential for retail businesses. If you are selling a tangible product you need to get a state sales tax license and a local sales tax license. Visit <https://colorado.gov/revenue> for further details; use Form CR 0100AP and the corresponding instruction sheet Form CR 0101. This three-part form is used to set up a sales tax withholding for the State of Colorado.

The state tax rate is 2.9 percent. A \$50 deposit is required with each new sales tax license application, which can cost from \$4 to \$16. The deposit is returned to you after you have collected and paid at least \$50 in sales tax to the State of Colorado. There are also sales tax rates for most towns and some counties, and for lodging businesses. To get the tax rates for specific counties, visit <https://www.colorado.gov/pacific/sites/default/files/DR1002.pdf>. Some sales taxes are remitted with the state tax, such as La Plata County. Other home-rule entities, like the City of Durango, collect their own taxes.

## II. Businesses with Employees

Employers are required by federal and state laws to file and remit taxes under a number of identification numbers for their employees. [www.irs.gov](http://www.irs.gov) Use these accounts to deposit federal and state income tax withholding payments from payroll, as well as FICA matching and Medicare payments for employees. For more information on employment taxes, go to <https://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Understanding-Employment-Taxes>. Contact the Colorado Small Business Administration at (303) 844-2607 or <http://www.sba.gov/co/> for specific forms and to request their Colorado Business Start Up Kit. You may also contact our Colorado Tax Information Call Center at (303) 238-SERV (7378). Offices are open for walk-in service, Monday through Friday, 8 a.m. - 4:30 p.m. Services include assistance with tax forms, registration of a new business, tax publications and sales tax classes and/or outreach to communities where no service center is available.

- **Federal Employer Identification Number:** An Employer Identification Number (EIN), also known as a Federal Tax Identification Number, is a nine-digit number that the IRS assigns to business entities. The IRS uses this number to identify taxpayers that are required to file various business tax returns. Employers, sole proprietors, corporations, partnerships, nonprofit associations, and trusts, estates of decedents, government agencies, certain individuals and other business entities use EINs. ([www.irs.gov](http://www.irs.gov)).

You can apply for a Federal Employer Identification Number in several ways:

1. **Fax**—Taxpayers can FAX a completed Form SS-4 application to their state FAX number [https://www.irs.gov/uac/Where-to-File-Your-Taxes--\(for-Form-SS-4\)](https://www.irs.gov/uac/Where-to-File-Your-Taxes--(for-Form-SS-4)), after ensuring that the Form SS-4 contains all of the required information. If it is determined that the entity needs a new EIN, one will be assigned using the appropriate procedures for the entity type. If the

taxpayer's fax number is provided, a fax will be sent back with the EIN within four (4) business days.

2. **Mail**—the processing timeframe for an EIN application received by mail is four weeks. Ensure that the Form SS-4 contains all of the required information. If it is determined that the entity needs a new EIN, one will be assigned using the appropriate procedures for the entity type and mailed to the taxpayer.
3. **Online**—the online EIN application is another avenue for customers to apply for and obtain an employer identification number ([https://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Apply-for-an-Employer-Identification-Number-\(EIN\)-Online](https://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Apply-for-an-Employer-Identification-Number-(EIN)-Online)). Once all the necessary fields are completed on the online form, preliminary validation is performed and the taxpayer will be alerted to information IRS needs that may not have been included. An EIN will be issued after the successful submission of the completed Form SS-4 online.

The only legal structure that does not need an EIN number is a sole proprietor with no employees and no independent contractors.

- **State Employer Registration:** Form CR 100 is required for establishing withholding payment accounts for employee income tax withholding. This can be filed electronically at [www.colorado.gov/cbe](http://www.colorado.gov/cbe). The same form is forwarded by the Department of Revenue to the Colorado Department of Labor and Employment, which then establishes the state unemployment insurance accounts. This registration also establishes legitimacy to qualify for buying at wholesale for resale and for additional discount programs available from businesses, which sell to business customers. For a copy of the CR 100 form visit <https://www.colorado.gov/pacific/cdle/businesses-employers>.
- **Unemployment Insurance:** This fund, established by law, provides benefits to employees who lose their jobs through no fault of their own. The employer pays all federal and state unemployment insurance taxes. For more information, contact the Department of Labor and Employment, Division of Employment and Training or go online at <https://www.colorado.gov/pacific/cdle/node/19706>. For more information about the appeals procedure call the Unemployment Insurance Appeals Branch at 800-405-2338 (Toll Free).
- **Workers' Compensation Insurance:** A Workers' Comp account is required for employers and may be purchased through your private carrier or the Pinnacol Assurance: 7501 East Lawry Blvd., Denver, CO 80230 Phone: 800-873-7242; [www.pinnacol.com](http://www.pinnacol.com).
- **Other Employee Forms:**
  1. Form W-4 tells the employer how many exemptions to consider when withholding federal income tax from payroll checks.
  2. INS Form I-9 is the Immigration and Naturalization Services paperwork to ensure that employers do not hire illegal aliens.
  3. Two Quarterly Payroll Reports must be filed: 1) Form 941 reports the amount of wages, federal income tax and Social Security tax applicable to your company's payroll; 2) Form 940 reports your federal unemployment tax liability (FUTA).
  4. Form W-2 reports annual payroll information to the Social Security Administration, the Internal Revenue Service and to employees.

- **Contract Labor:** Form 1099 is required for each worker hired on an independent contract basis that was paid at least \$600 during the year. For help in classifying a worker as an employee or a contract worker, contact the Colorado Department of Labor and Employment (303-318-8000) or call the Colorado SBDC Business Hotline (303-592-5920). Please note that contract labor includes payments for rents, as well as services paid, to an unincorporated entity or for attorneys even if they are incorporated. W-9 forms should be requested of all subcontractors prior to performance of a job or issuing any payments so a hiring company has all of the necessary information when preparing its 1099s at the end of the year.

Employers must pay for Workers' Compensation, Unemployment Compensation insurance premiums, and state and federal unemployment taxes. Costs can be high in some industries and some business owners try to avoid paying the proper taxes fees and premiums by calling their employees "independent contractors."

Please note that an "employee" is anyone who works for you on your schedule, on your premises, with your equipment, is paid weekly or monthly, receives training and benefits, takes paid vacation, and receives direction from you. (A key test used by workers comp and unemployment auditors is whether the independent contractor's business still is a business if the revenues the company pays were not included in that business' income.)

An "independent contractor" is anyone who accepts an assignment, a deadline for completion, and a fee agreement but completes the work on his/her own schedule and with his/her own equipment. The difference between an employee and independent contractor is the level of control the business owner/manager has over the worker. Ideally, an independent contractor could document other clients besides your company. Penalties for improperly recognizing employees and for not paying the appropriate taxes are severe.

- **Wage and Hour Laws:** Most manufacturers, wholesalers, contractors, and many retail and service businesses are subject to Federal minimum wage, overtime, and child labor requirements. The state of Colorado has established minimum wage requirements for retail stores, laundries, beauty parlors, motels, restaurants, and similar businesses. Further information is available from the Colorado Department of Labor and Employment <https://www.colorado.gov/pacific/cdle/labor> (303-318-8000).
- **Occupational Safety and Health Administration (OSHA):** The safety and health of employees is protected by federal regulations. Employers should contact OSHA for publications [www.osha.gov/pls/publications/pubindex.list](http://www.osha.gov/pls/publications/pubindex.list); specify the type of business in order to receive the appropriate publications for your business. [www.osha.gov](http://www.osha.gov)

### III. Miscellaneous

- **Zoning:** Check with the city or county zoning department to determine if your business use is approved for your chosen location. Industrial, manufacturing, auto repair, childcare, liquor sales, restaurants, and other types of business must meet certain requirements.
- **Major Remodeling:** Major remodeling projects such as additions of space, alteration of entryways, moving walls, changing electrical conduit or plumbing, and complying with the Americans with Disabilities Act (ADA) requirements need Planning Department or Building Department approval. Get help from those departments and coordinate your planning efforts with

your remodeling or construction contractor.

- **Property Taxes:** Property taxes must be paid on business and real property. Businesses pay personal property taxes on the equipment and furniture used in their business each year. A personal property declaration form comes out the first of each year and is due to the county by April 15<sup>th</sup>. Check with your county property tax administrator for details.
- **Income Tax:** Income tax must be paid to the Internal Revenue Service. Call the Tax Information line at 1-800-829-1040 or [www.irs.gov](http://www.irs.gov). The IRS holds free workshops on a regular basis in Southwest Colorado—watch for announcements in the local newspapers. The State of Colorado requires the payment of state business taxes through the filing of estimated taxes throughout the year. Contact the Colorado Department of Revenue for information <http://colorado.gov/pacific/revenue>.
- **Financing:** Banks are in the business of lending money to people and businesses that have a proven track record of ability to repay debts. Many small businesses do not have a track record because they have not been established long enough. Banks may lend to new businesses based on the good credit of the small business owner, the availability of personal and business assets as collateral and the existence of outside sources of repayment (such as income from regular employment of the owner or spouse). Some owners may qualify for Small Business Administration (SBA) loan guarantees, which are available through banks. Other programs for small business financing may be appropriate for you. Contact a Small Business Development Center (SBDC) counselor for further information.
- **Insurance:** Discuss your insurance need with an insurance provider. Ask about business liability, liquor liability, income loss protection, workers' compensation, asset coverage and other types of coverage depending on your type of business.
- **Accounting and Legal:** Consult with an accountant and an attorney for advice on special issues that may affect the operation of your business. An attorney can initially assist you in incorporation, lawsuit, contract and lease matters. Your accountant or bookkeeper can help you with reporting business income and expenses to the IRS and the Colorado Department of Revenue. Initial expenditures to set up your business and accounting system correctly can save money in the long run. It is often much more expensive to correct problems found later, than to spend the money upfront getting off to the right start.



## Forms of Organization

Dimension	C Corp	S Corp	LPA	LLC	General Partnership	Limited Partnership	Sole Proprietorship
<b>Owners</b>	No limit	100 owners	No limit	No limit	More than 1	More than 1	One
<b>Start-up Cost</b>	Higher	Higher	Almost as High	Almost as High	Less	Almost as High	None
<b>Formalities</b>	More	More	More	Medium	Less	Medium	None
<b>Income Tax</b>	Tax to entity	Pass through	Pass through	Pass through	Pass through	Pass through	Pass through
<b>Social Security</b>	Salary only	Salary only	Unclear	On manager's SE income*	On SE income*	On GP's SE income*	Yes
<b>Group Health Insurance</b>	Yes	No for share-holders**	Unclear	No for member/managers	No for partners	No for partners	Yes, if spouse is employee
<b>Workers' Compensation</b>	Can exclude officers	Can exclude officers	Unclear	Can exclude members	Working GP can elect	Working GP can elect	Can exclude
<b>Unemployment Compensation</b>	Owner/Employee has UC	Owner/Employee has UC	Unclear	No for member/managers	No for partners	No for partners	No for owners
<b>Limited Liability</b>	Yes	Yes	Yes	Yes	Yes if LLP	Yes if LLLP	No
<b>Limited Life</b>	No	No	No, UOA	Either	Yes	Yes, UOA	Yes
<b>Universal Acceptance</b>	Yes	Yes	No	Yes	Not as LLP	Not as LLLP	Yes

### Key to abbreviations:

LPA – Limited Partnership Association  
 LLC – Limited Liability Company  
 LLP – Limited Liability Partnership  
 LLLP – Limited Liability Limited partnership  
 GP – General Partner  
 SE – Self-Employment  
 UC – Unemployment Compensation  
 UOA – Unless Otherwise Agreed

Discuss your Form of Organization questions with your tax advisor and attorney to determine tax impacts, liability issues, bookkeeping requirements and other concerns. Kits and books are available at bookstores, office supply stores, the Durango and Cortez Public Libraries, and the Fort Lewis College Library. Recognize that you can change your form of organization as your business grows and becomes more profitable.

\* or partner guaranteed payments (payments to partners for their work rather than draws which are their share of the profits of the partnership or LLC). Should note that neither sole proprietors nor partners in a partnership are to receive wages and have the company pay payroll taxes.

\*\* shareholder in an s-corporation can participate in group health insurance. More than 2% shareholders must have the cost of their health insurance included in box 1 of their W-2. They then can take that amount as an adjustment on their 1040, page 1 as self-employed health insurance.



## Sources of Business Information

- **Archuleta County:** 398 Lewis Street, PO Box 1507, Pagosa Springs, CO 81147 970-264-8350; <http://www.archuletacounty.org/index.aspx?NID=35>
- **City of Bayfield Licensing:** Town Hall; 1199 Bayfield Parkway, PO Box 80; Bayfield, CO 81122 970-884-9544; <http://www.bayfieldgov.org/services/business.asp>
- **City of Cortez Licensing:** City Clerk's Office; 210 E Main Street, Cortez, CO 81321; 970-564-4008; <http://www.cityofcortez.com/index.aspx?NID=120> Sales Tax: <https://co-cortez.civicplus.com/index.aspx?NID=131>
- **Town of Dolores Licensing:** Town Hall; 420 Central Avenue, PO Box 630, Dolores, CO 81323; 970-882-7720 <http://townofdolores.com/Business>
- **Town of Dove Creek:** City Clerk; 505 W 4<sup>th</sup> Street, Dove Creek, CO 81324 970-677-2255
- **City of Durango Licensing:** City Clerk's Office; 949 E 2<sup>nd</sup> Ave., Durango, CO 81301; 970-375-5010; <http://co-durango.civicplus.com/index.aspx?nid=176>
- **Town of Ignacio Licensing:** Town Hall; 540 Goddard Ave., PO Box 459, Ignacio, CO 81137; 970-563-9494 <https://www.colorado.gov/pacific/ignacio/ignacio-businesses>  
<https://www.colorado.gov/pacific/sites/default/files/atoms/files/Business%20License%202016.pdf>
- **Town of Mancos:** Town Hall; 117 N Main Street, PO Box 487, Mancos, CO 81328; 970-533-7725 <http://mancoscolorado.com/business/>
- **City of Pagosa Springs Licensing:** Town Hall; 551 Hot Springs Blvd, PO Box 1859, Pagosa Springs, CO 81147; 970-264-4151 [http://www.pagosasprings.co.gov/index.asp?Type=B\\_BASIC&SEC={3544D23C-C6FC-479B-BF40-AE8F7074AB41}](http://www.pagosasprings.co.gov/index.asp?Type=B_BASIC&SEC={3544D23C-C6FC-479B-BF40-AE8F7074AB41})
- **Town of Silverton Licensing:** Town Hall; 1360 Greene Street, PO Box 250, Silverton, CO 81433; 970-387-5522 <https://www.colorado.gov/pacific/townofsilverton/business-licensing-0>
- **Colorado SBDC:** 1625 Broadway, Ste 2700, Denver, CO 80202; 303-892-3840; Fax 303-892-3848 <http://www.coloradosbdc.org/>
- **Colorado Department of Revenue:** 1375 Sherman Street, Room 409, Denver CO 80261; (303) 866-3091; (800) 536-5321; <https://colorado.gov/revenue>
- **Colorado Proud:** 700 Kipling Street, Suite 4000, Lakewood CO 80215; (303) 298-7812; [www.coloradoproud.org](http://www.coloradoproud.org)
- **Colorado Secretary of State:** 1700 Broadway, Denver CO 80290; (303) 894-2200; Fax: 303 869 4860; [administration@sos.state.co.us](mailto:administration@sos.state.co.us); [www.sos.state.co.us](http://www.sos.state.co.us)
- **Cortez Area Chamber of Commerce:** 31 West Main • Cortez CO 81321; (970) 565-3414; Fax: (970) 565-8373; [www.cortezchamber.com](http://www.cortezchamber.com)
- **Dolores County:** 409 N Main Street, Dove Creek, CO 81324; 970-677-2383; <http://www.dolorescounty.org/>
- **Department of Labor and Employment:** 633 17<sup>th</sup> Street, Suite 201, Denver CO 80002-3660; (303) 318-8000; <http://www.coworkforce.com>

- **Durango Chamber of Commerce:** 111 South Camino Del Rio; P.O. Box 2587, Durango CO 81302; (970) 247-0312; Fax: (970) 385-7884; (888) 414-0835; [www.durangobusiness.org](http://www.durangobusiness.org)
- **La Plata County:** County Courthouse; 1101 E Second Ave., Durango, CO 81301 970-382-6200  
[http://co.laplata.co.us/businesses/doing\\_business\\_la\\_plata\\_county](http://co.laplata.co.us/businesses/doing_business_la_plata_county)
- **Montezuma County:** Clerk's Office; 140 West Main Street, Suite 1, Cortez, CO 81321; 970-565-3728  
<http://montezumacounty.org/web/>
- **Montezuma County Economic Development:** 109 West Main, Cortez CO 81321; (970) 565-6061;  
<http://montezumaceda.org/>
- **Occupational Safety & Health Administration (OSHA):** 200 Constitution Avenue, NW Washington, DC 20210; 800-321-OSHA (6742); <http://www.osha.gov/>
- **Pagosa Springs Area Chamber of Commerce:** 105 Hot Springs Boulevard; P.O. Box 787, Pagosa Springs CO 81147; (970) 264-2360; Fax: (970) 264-4625; [www.pagosaspringschamber.com](http://www.pagosaspringschamber.com)
- **Pinnacol Assistance:** 7501 East Lowry Blvd., Denver CO 80230; (303) 361-4945; Fax: (303) 361-5945;  
[www.pinnacol.com](http://www.pinnacol.com)
- **Region 9 Economic Development District:** 295A Girard Street, Durango CO 81301; (970) 247-9621; Fax: (970) 247-9513; [ed@scan.org](mailto:ed@scan.org); [www.scan.org](http://www.scan.org)
- **San Juan County:** 1557 Greene St., Silverton, CO 81433 970-387-5671;  
<http://www.sanjuancountycolorado.us/>
- **SBA/SCORE** (Small Business Administration/Service Corps of Retired Executives): 409 3<sup>rd</sup> Street, S.W., 6<sup>th</sup> Floor • Washington, DC 20024; (800) 634-0245; <http://www.score.org>
- **Small Business Assistance Program (Colorado Department of Public Health & Environment):** 4300 Cherry Creek Drive South, Denver CO 80246-1530; (303) 239-4119; Fax: (303) 782-0278;  
<https://www.colorado.gov/pacific/cdphe/small-business-assistance-program-sbap>
- **Southwest Colorado Small Business Development Center:** 1000 Rim Drive, 140 Education Business Building, Durango CO 81301; (970) 247-7009; Fax: (970) 247-7205; [www.sbdcfortlewis.org](http://www.sbdcfortlewis.org)
- **U.S. Internal Revenue Service:** 600 17th Street, Denver, CO 80202; (303) 446-1675; <http://www.irs.gov>
- **US Department of Labor:** Frances Perkins Building, 200 Constitution Avenue, NW, Washington, DC 20210; (866) 4-USA-DOL; <http://www.dol.gov>

DATE	DESCRIPTION	SOLE PROPRIETOR FORMS	PARTNERSHIP LIMITED LIABILITY CO. FORMS	CORPORATION FORMS	S CORPORATION FORMS
Jan. 15	Estimated Tax	1040ES			
Jan. 15	Estimated Tax - Individual who is a partner/member		1040 ES		
Jan. 15	Estimated Tax - Individual S Corporation Shareholder				1040 ES
Jan. 31	Social Security (FICA) Tax, Withholding of Income Tax (see IRS ruling for deposits - Pub. 334)	941, 941E, 942, 943	941, 941E, 942, 943	941, 941E, 942, 943	941, 941E, 942, 943
Jan. 31	Providing information on Social Security (FICA) tax, withholding of income tax	W2 to employee	W2 to employee	W2 to employee	W2 to employee
Jan. 31	Federal Unemployment (FUTA) tax	940 EZ or 940	940 EZ or 940	940 EZ or 940	940 EZ or 940
Jan. 31	Federal Unemployment (FUTA) tax - only if liability for unpaid taxes exceeds \$100	8109 to make deposit	8109 to make deposit	8109 to make deposit	8109 to make deposit
Jan. 31	Information returns to non-employees and transaction with other persons	1099 to recipients	1099 to recipients	1099 to recipients	1099 to recipients
Feb. 28	Information returns to non-employees and transaction with other persons	1099 to IRS	1099 to IRS	1099 to IRS	1099 to IRS
Feb. 28	Providing information on Social Security (FICA) tax, withholding of income tax	W2, W4 to Soc. Sec.	W2, W4 to Soc. Sec.	W2, W4 to Soc. Sec.	W2, W4 to Soc. Sec.
March 15	Income Tax			1120 or 1120A	1120S
April 15	Income Tax	Sch. C, Form 1040	Sch. C, Form 1040		
April 15	Income Tax - individual S Corporation Shareholder				Form 1040
April 15	Self-Employment Tax	Sch. C, Form 1040			
April 15	Self-Employment Tax - individual who is a partner/member		Sch. C, Form 1040		
April 15	Estimated Tax	1040ES		1120W	
April 15	Estimated Tax - individual who is a partner/member		1040ES		
April 15	Estimated Tax - individual S Corporation shareholder				1040ES
April 15	Annual Return of Income		1065		
April 30	Social Security (FICA) tax, withholding of income tax (see IRS ruling for deposits - Pub. 334)	941, 941E, 942, 943	941, 941E, 942, 943	941, 941E, 942, 943	941, 941E, 942, 943
April 30	Federal Unemployment (FUTA) tax -- only if liability for unpaid taxes exceeds \$ 100	8109 to make deposits	8109 to make deposits	8109 to make deposits	8109 to make deposits
June 15	Estimated Tax	1040 ES		1120W	
June 15	Estimated Tax - individual who is a partner/member		1040ES		
June 15	Estimated Tax - individual S Corporation shareholder				1040ES
July 31	Social Security (FICA) Tax, Withholding of Income Tax (see IRS ruling for deposits - Pub. 334)	941, 941E, 942, 943	941, 941E, 942, 943	941, 941E, 942, 943	941, 941E, 942, 943
July 31	Federal Unemployment (FUTA) tax - only if liability for unpaid taxes exceeds \$ 100	8109 to make deposits	8109 to make deposits	8109 to make deposits	8109 to make deposits



Sept. 15	Estimated Tax	1040 ES		1120W	
Sept. 15	Estimated Tax - individual who is a partner/member		1040 ES		
Sept. 15	Estimated Tax - individual S Corporation shareholder				1040ES
Oct. 31	Social Security (FICA) Tax, Withholding of Income Tax (see IRS ruling for deposits -- Pub. 334)	941, 941E, 942, 943	941, 941E, 942, 943	941, 941E, 942 943	941, 941E 942, 943
Oct. 31	Federal Unemployment (FUTA) tax - only if liability for unpaid taxes exceeds \$100	8109 to make deposits	8 109 to make deposits	81 09 to make deposits	8109 to make deposits
Dec. 15	Estimated Tax			1120W	

If your Tax Year is not through January 1 through December 31:

#### Sole Proprietor

- o Schedule C, Form 1040 is due the 15<sup>th</sup> day of the 4<sup>th</sup> month after the end of the tax year. Schedule SE is due the same day as Form 1040
- o Estimated Tax Form 10470ES is due the 15<sup>th</sup> day of the 4<sup>th</sup>, 6<sup>th</sup>, and 9<sup>th</sup> months of the tax year and the 15<sup>th</sup> day of the 1<sup>st</sup> month after the end of the tax year.

#### Partnership or Limited Liability Company

- o Income Tax due the 15<sup>th</sup>, day of the 4<sup>th</sup> month after the end of the tax year.
- o Self-employment Tax is due the same day as the income tax, Form 1040.
- o Estimated Tax Form 10470ES is due the 15<sup>th</sup>, day of the 4<sup>th</sup>, 6<sup>th</sup>, and 9<sup>th</sup> months of the tax year and the 15<sup>th</sup> day of the 1<sup>st</sup> month after the end of the tax year.

#### Corporation

- o Income Tax, Form 1120 or 1120A is due the 15<sup>th</sup> day of the 3<sup>rd</sup> month after the end of the tax year.
- o Estimated Tax Form 1120W is due the 15<sup>th</sup> day of the 4<sup>th</sup>, 6<sup>th</sup>, and 9<sup>th</sup> months of the tax year.

#### S Corporation

- o S Corporation Income Tax, Form 1120S, and individual S Corporation shareholder Income Tax Form 1040, are due the 15<sup>th</sup> day of the 4<sup>th</sup> month after the end of the tax year.
- o Estimated Tax of individual shareholder, Form 1040 ES, is due the 15<sup>th</sup>, day of the 4<sup>th</sup>, 6<sup>th</sup>, and 9<sup>th</sup> months of the tax year and the 15<sup>th</sup> day of the 1<sup>st</sup> month after the end of the tax year.

Note: A Limited Liability Company is treated as a Partnership for tax purposes

Source: Keeping the Books—by Linda Pinson and Jerry Jinnett, Upstart Publishing