







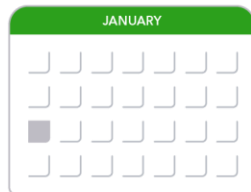
Year-end tasks and activities

 **Review past-due invoices:**
 Check past-due invoices, and decide whether to send past-due invoices to a collection agency or write them off for a tax deduction.

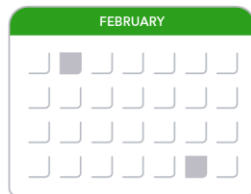
 **Review your inventory:**
 Calculate the value of items not sold. Then, use the unsellable inventory as a deduction for your year-end taxes.

 **Submit IRS forms W-2 & generate 1099-MISC:**
 These need to be submitted by the deadline at the beginning of February. QuickBooks Online & QuickBooks Online Payroll, if applicable, fill out these forms for you.

 **Review & approve year-end financial reports & tax returns:**
 Be sure to review everything before sending your documents to your accountant and/or IRS.

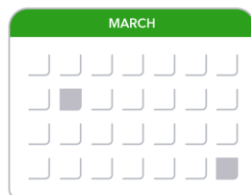


Mid-Jan:
Estimated quarterly taxes



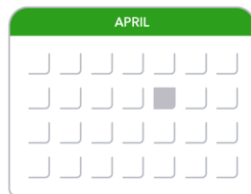
Start of Feb:
Employer deadline to mail Form W-2 to employees and Form 1099 for independent contractors

End of Feb:
Employer deadline to mail Form 1099 and 1096 with IRS if filing by paper



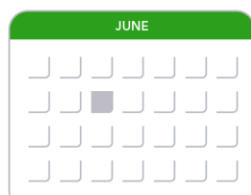
Mid-March:
Corporate income tax return deadline

End of March:
Employer deadline to file Forms 1099 and 1096 with IRS if filing electronically



Mid-April:

- Individual tax return deadline
- Estimated quarterly taxes
- Partnership tax return deadline

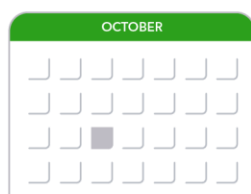


Mid-June:
Estimated quarterly taxes



Mid-Sept:

- Estimated quarterly taxes
- Partnership tax return estimated deadline
- Corporate income tax return extended deadline



Mid-Oct:
Individual tax return extended deadline