

## THE FIRST YEAR

An example calendar.

At end of year there are certain things to be done.

Treat end of year like end of quarter.

All things that you did for the first 3 quarters are applicable now at end of year - bank statements, registers, payroll deposits and returns.

So: Jan 10th Drop notebook to us.

Jan 15th If required: MI mailed payroll deposits.  
Fed 941 deposits.  
Personal 1040ES deposits - if necessary.

We will make sign and send ready - if you drop your books to us by the 10th

Jan 25th UA as any other quarter (fka MESC)

Jan 31 1099s to : Those the company paid rent, interest, non-employee compensation, dividends, etc.

W-2s: To employee(s)

940 FUTA Currently this is .008 X 1st 7500 of pay per employee

941 as any other quarter

Feb 28th MI SUW this is for mailing W-2s to MI and any unpaid MI withholding

W-3 this is for mailing W-2s to Feds

MI SBT Small Business Tax - for larger companies

Mar 15 1120 or 1120s [Your New Business, Inc. - \(the Company\) Tax Return](#)

C Corps pay tax ( you should be paying 1120ES amount throughout the year based on prior year liability divided by 4 quarters)

S Corps: informational return only. The income or loss is then reported on the shareholder(s) personal 1040 and tax is paid there on the income similar to interest income that you might have from a bank.

Apr 15 Don't forget your own personal tax returns and 1040ES ( if required)

May 15 MI ANNUAL REPORT

A \$15 filing fee to let MI know you are still in business and where they can find you. NOTE:All listed officers must be on salary. See pg.11