

tax + license dates

Worksheet for Freelancers, Independent Contractors, Micro-Businesses

↙ Add to your calendar, then check when done!

Jan 15	IRS - Estimated Quarterly Tax Payment (<i>Some of you</i>)	\$
Jan 31	IRS - 1099-NECs to Independent Contractors (<i>Some</i>)	
Jan 31	IRS - 1099-NECs due to IRS (<i>Some of you</i>)	
Apr 15	IRS - Annual Tax Filing (Schedule C, SE) (<i>Everybody</i>)	Pay Income and Self-Employment Tax
Apr 15	IRS - Estimated Quarterly Tax Payment (<i>Most</i>)	\$
Jun 15	IRS - Estimated Quarterly Tax Payment (<i>Most</i>)	\$
Sep 15	IRS - Estimated Quarterly Tax Payment (<i>Most</i>)	
Dec	IRS - Order 1099-MISC forms (<i>Some of you</i>)	\$

ADD to this List All DUE dates for your city, county, and state.
Check with local govts to see what applies to you.

- LLC Renewal / Annual Report
- State Business License Renewal
- State Reports/Taxes - annual, quarterly, monthly
- County Reports / Taxes
- City License Renewal
- City Reports/Taxes - annual, quarterly, monthly

☞ Including any specialty license or permit renewals - special to your business

page 2 tax + license cheat sheet

Action	Description	Where	Phone Support	What you will need	Due Dates
Send EQ\$	Send Estimated Quarterly Tax Payments to the IRS - usually 20-30% of your profit	irs.gov/payments	IRS-Personal Line 800.829.1040	Snail Mail: ___ Check + Form ___ 1040-ES OR Online: ___ debit or credit card, or bank info ___ Info from last year's tax return (to confirm identity)	Jan 15, Apr 15, Jun 15, Sep 15
Order 1099s	Order 1099-NECOR decide to do online (tax1099.com or 1099online.com) - one form per Independent Contractor that you paid over \$600 last year ... for service	irs.gov	IRS - Business Line 800.829.4933	For Paper Forms: ___ Number of forms you will need	December
Send 1099s	Send 1099-NECs to both the IRS and Independent Contractors. You will need the recipient's name, address and EIN or SSN - usually, this is collected on a w-9 form.	your choice	IRS - Business Line 800.829-4933	___ W-9 form for each Independent Contractor ___ Total you paid them last year	January 31
File Taxes with IRS	File along with your personal taxes. All the business info will go on Schedule C (Profit or Loss Statement). You will be paying both income tax and self-employment tax.	Your choice: online, paper, or with a Tax Pro	IRS-Personal Line 800.829.1040	___ Gross Sales ___ 1099-NECs received - if any ___ Expenses by category ___ Mileage + car info - if claiming ___ Home Office Square Footage - if claiming ___ EQ\$ already sent in - amount/date - if any	April 15
Report to my City					
Report to County					
Report to my State					
Renew City License					
Renew LLC / PLLC					
> > >	Note: Making "Reports" means filling out online or paper forms - usually provided by the government agencies.				