

tax + license 5 yr checklist

For Self-Employed Folx | IRS Version >>> Local Business Chores

Business Name

Tax Season	Due	2021	2022	2023	2024	2025
<i>Some of these might not apply to you - see the Cheat Sheet for more information</i>						
Order 1099s	Dec					
Send 1099s to IRS	Jan 31					
Send 1099s to Contractors	Jan 31					
IRS Tax Filing*	Apr 15					
<i>Add any tax reporting requirements for city, county, state ... Or any other bodies of government, of which you are a resident</i>						
File City Taxes						
File County Taxes						
File State Taxes						
Estimated Quarterly Payments	Due	2021	2022	2023	2024	2025
<i>Record date and amount of payment - use this record when filing your IRS taxes. Note, they are not evenly spaced apart.</i>						
Q1 Payment for this year	Apr 15	/ /	/ /	/ /	/ /	/ /
		\$	\$	\$	\$	\$
Q2 Payment for this year	Jun 15	/ /	/ /	/ /	/ /	/ /
		\$	\$	\$	\$	\$
Q3 Payment for this year	Sep 15	/ /	/ /	/ /	/ /	/ /
		\$	\$	\$	\$	\$
Q4 Payment for this year	Jan 15**	/ /	/ /	/ /	/ /	/ /
		\$	\$	\$	\$	\$
Renewals	Due	2021	2022	2023	2024	2025
<i>Add any that apply to you: Renew LLC/PLLC, business license, professional License, professional Insurance, vendor or special permits</i>						

*And submit taxes, if required **Due in the next calendar year

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.