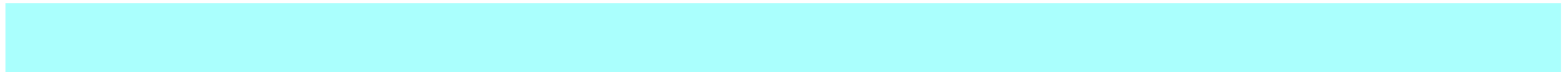


tax + license due dates for 202__

For Self-Employed Folx in Seattle | Sole Prop and Single-Member LLC | IF you file **QUARTERLY** w/WA State



Jan	Feb / Mar	Apr	May / Jun	Jul / Aug	Sep	Oct / Nov	Dec
15 Send EQ\$		15 Send EQ\$	6/15 Send EQ\$	7/31 Q2 Report to WA DOR	15 Send EQ\$	10/31 Q3 Report to WA DOR	31 Renew City License
31 Send 1099s		30 Report to Seattle					31 Order 1099s
31 Q4 Report to WA DOR		30 Report to King County					
		15 Q1 Report to WA DOR	My Reward: _____				
		15 File Taxes with IRS					



IMPORTANT: Add any custom due dates: __ Renew LLC/PLLC __ Renew Prof. License __ Renew Prof. Insurance

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-NEC OR 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
Report to Seattle	For B&O Tax (business and occupation). You only pay tax IF you grossed over \$100K	Filelocal-wa.gov	City of Seattle 206.684.8484	___ Log-in and password Gross Sales two ways: ___ In Seattle + Outside of Seattle - if applicable ___ By category (service, retail, wholesaling, manufacturing) - if applicable ___ Payment method - if you owe any tax	April 30
Report to King County	For Property Tax, IF you have set up a New Business Account with the County. If the property your business owns is worth more than \$7500, you'll need to pay taxes	info.kingcounty.gov/ assessor/eListing/ login.aspx	King County Assessor 206.296.5126	___ Log-in and password ___ List of property and monetary values ___ Estimated monthly supply cost ___ Payment method - if you owe any tax	April 30
Report to WA DOR	For B&O Tax (business & occupation). And, if applicable, Use Tax, Retail Tax. Also referred to as Excise Tax or Combined Tax. You'll receive a small business tax credit ... so only pay B&O taxes if you grossed over about \$12K quarterly.	dor.wa.gov	WA DOR 360.705.6705	___ Log-in and password ___ Gross Sales by category (service, retail, wholesaling, manufacturing) ___ Payment method - if you owe any tax	Jan 31, Apr 30, July 31, Oct 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
Renew City License	Annual renewal required. IF you gross UNDER \$20K, it's usually \$65 + fees. If OVER \$20K, then \$132 + fees	Filelocal-wa.gov	City of Seattle 206.684.8484	___ Log-in and password ___ Payment method	December 31
Renew LLC / PLLC	Annual "renewal" is required - it's officially called making an Annual Report. Through the Secretary of State office. \$60.	cfs.sos.wa.gov	Secretary of State 360.725.0377	___ Log-in and password ___ Payment method	Anniversary month of formation

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Notes: 1) There is NO requirement to renew WA Business License 2) Making "Reports" means filling out online or paper forms - provided by the government agencies