

tax + license 5 yr checklist

For Self-Employed Folx In Seattle who report **QUARTERLY** with WA State

Business Name

Tax Season	Due	2023	2024	2025	2026	2027
<i>Some of these might not apply to you - see the Cheat Sheet for more information.</i>						
Order 1099s	Dec					
Renew Seattle License	Dec 31					
Send 1099s to IRS	Jan 31					
Send 1099s to Contractors	Jan 31					
Annual Report to Seattle*	Apr 30					
Annual Report to King County*	Apr 30					
IRS Tax Filing*	Apr 15					
Reporting to WA State DOR	Due	2023	2024	2025	2026	2027
Quarter One* <i>Jan - Mar</i>	Apr 30					
Quarter Two* <i>Apr - Jun</i>	Jul 31					
Quarter Three* <i>Jul - Sep</i>	Oct 31					
Quarter Four* <i>Oct - Dec</i>	Jan 31					
Estimated Quarterly Payments	Due	2023	2024	2025	2026	2027
<i>Record date and amount of payment - use this record when filing your IRS taxes</i>						
Q4 Payment for last year	Jan 15	/ /	/ /	/ /	/ /	/ /
		\$	\$	\$	\$	\$
Q1 Payment for this year	Apr 15	/ /	/ /	/ /	/ /	/ /
		\$	\$	\$	\$	\$
Q2 Payment for this year	Jun 15	/ /	/ /	/ /	/ /	/ /
		\$	\$	\$	\$	\$
Q3 Payment for this year	Sep 15	/ /	/ /	/ /	/ /	/ /
		\$	\$	\$	\$	\$
Custom Due Dates	Due	2023	2024	2025	2026	2027
<i>Add any that apply to you: Renew LLC/PLLC, professional License, professional Insurance, vendor or special permits</i>						

*And submit taxes, if required

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