

## 2019-2020 Schedule Disclosures

We want you to focus on operating your business and not spend as much time administering your business. At the same time, there are hard and soft deadlines. We are at the mercy of government agencies and we must march to the beat of their drum. In addition, we want to manage your expectations.

The following schedule shows payroll events and tax preparation deadlines, plus our tax planning and periodic business reviews (PBRs). **Critical information and deadlines are shown in red.** Regardless of our scope of engagement, please review for pertinent information. We will also send out reminders throughout the year.

### January 2019

- Jan 15 Q4 2018 estimated tax payment due (if we've instructed you to make one).
- Jan 18 W-2s are made available to you for 2018 and uploaded to your client portal.  
  
Cash needs for Q1 payroll is provided to you.
- Jan 25 Q1 approval is required from you. If approval is not received a zero filing will be completed which might run the risk of closing your payroll accounts. We can always file a minimum payroll of \$1,500 in wages which requires about \$400 in cash. Q2, Q3 and Q4 will simply be adjusted accordingly with no bumps or bruises.
- Jan 28 Q1 payroll is processed with a March 29 check date. Cash is required to be in the business checking account at this time (March 28 2019)

**No tax projection worksheets are created or updated between January 1 and April 30 2019.** If salaries are adjusted because of a change in business circumstances, then income tax liabilities will be adjusted on a pro-rata basis for Q1 and adjusted in Q2 after a tax projection worksheet is created. For example, a 20% reduction in salary will also cause a 20% reduction in income tax withheld.

We cannot get bogged down with changes in Q1 income tax liabilities for 2019 given the time compression of tax season. There is plenty of "runway remaining" in May or June for review and adjustment.

### February 2019

- Feb 25 Financial data are due for preparation of Partnership (Form 1065) and S Corp (Form 1120S) tax returns. Incomplete information or late information will require an extension of the business tax returns (no charge).

## March 2019

- Mar 8 efilings authorizations and tax preparation fee payments (unless prepaid) are due for Partnership and S Corp tax returns.
- Mar 15 Tax return filing deadline for Partnership and S Corp tax returns.
- Mar 25 Personal data are due for preparation of Individual (Form 1040) and financial data are due for preparation of C Corp (Form 1120) tax returns. Incomplete information or late information will require an extension of the tax returns (no charge).

## April 2019

- Apr 8 efilings authorizations and tax preparation fee payments (unless prepaid) are due for Individual and C Corp tax returns.
- Apr 15 Tax return filing deadline for Individual and C Corp tax returns.
- Q1 estimated tax payment is due (if we've instructed you to make one).

**If we extend your business tax return per your request, then we will automatically extend your individual tax return as well provided we are preparing those tax returns. Extended tax returns (business and individual) will then be completed in May or June 2019.**

## May and June 2019

- May 21 Financial data is due for **adjustments to Q2** payroll and tax projections.
- Jun 4 Cash needs for Q2 payroll is provided to you.
- Jun 17 Q2 estimated tax payment is due (if we've instructed you to make one).
- Jun 18 Q2 approval is required from you, If approval is not received a zero filing will be completed which might run the risk of closing your payroll accounts. We can always file a minimum payroll of \$1,500 in wages which requires about \$400 in cash.
- Jun 25 Q2 payroll is processed with a June 28 check date. Cash is required to be in the business checking account at this time (June 27 2019).

Extended business and individual tax returns are prepared.

## July and August 2019 (mid-course correction)

July and August focuses on Periodic Business Reviews (PBRs), with updates to tax projections and salary recommendations if warranted.

Periodic Business Reviews      [www.wcgurl.com/PBR](http://www.wcgurl.com/PBR)

End of Year Tax Planning      [www.wcgurl.com/EOY](http://www.wcgurl.com/EOY)

Aug 6 Financial data are due for **adjustments to Q3** payroll and tax projection worksheets (TPWs).

S Corp Payroll Form      [www.wcgurl.com/10](http://www.wcgurl.com/10)

We will make one more TPW correction in October or November if there is a greater than 10% change in net business income after expenses. **Please keep in mind that TPWs are estimates and do not require NASA precision.** Having us add another \$500 in estimated charitable donations does not move the needle.

Aug 14 Financial data are due for preparation of extended Partnership and S Corp tax returns. Incomplete information or late information will cause these tax returns to be filed after the filing deadline and will incur a late filing penalty (severe) from the taxing agencies.

## September 2019

Sep 3 Cash needs for Q3 payroll is provided to you.

Sep 11 Personal data are due for preparation of extended Individual and financial data are due for preparation of extended C Corp tax returns. Incomplete information or late information will cause individual tax returns to be filed after the filing deadline and will incur a late filing penalty (severe) from the taxing agencies.

Sep 16 Tax return filing deadline for extended Partnership and S Corp tax returns.

Q3 estimated tax payment is due (if we've instructed you to make one).

Sep 17 Q3 approval is required from you. If approval is not received a zero filing will be completed which might run the risk of closing your payroll accounts. We can always file a minimum payroll of \$1,500 in wages which requires about \$400 in cash.

Sep 24 Q3 payroll is processed with a September 27 check date. Cash is required to be in the business checking account at this time (September 26 2019).

## October 2019

Oct 1 Periodic Business Reviews and End of Year Tax Planning appointments are scheduled for October and November only. **We cannot schedule PBRs and other consultations after Thanksgiving** so we may re-tool and gear up for tax season.

Oct 15 Tax return filing deadline for extended Individual and C Corp tax returns.

## November 2019 (last chance, clean up)

November focuses on Periodic Business Reviews (PBRs) and End of Year Tax Planning, with updates to tax projections and salary recommendations if warranted.

Periodic Business Reviews [www.wcgurl.com/PBR](http://www.wcgurl.com/PBR)

End of Year Tax Planning [www.wcgurl.com/EOY](http://www.wcgurl.com/EOY)

Nov 5 Financial data is due for **adjustments to Q4** payroll and tax projection worksheets (TPWs) including the ultimate end of year numbers. Q4 is very compressed so we try starting sooner in the quarter to give us time.

S Corp Payroll Form [www.wcgurl.com/10](http://www.wcgurl.com/10)

Nov 19 Cash needs for Q4 payroll is provided to you.

Salaries for 2020 are determined using 2019 as a proxy. Estimated quarterly cash needs for 2020 are sent to you so you may properly budget. We will follow up in January to obtain approval for 2020 Q1 payroll.

Tax projection worksheets (TPWs) for 2019 are not updated unless there is a greater than 10% change in net business income for the year. TPW's for 2020 are not created until spring 2020 unless there is a greater than 10% change in household income between 2019 and 2020. **Household and business information for 2020 must be conveyed to us by November 5, 2019 if you need an updated TPW.**

2020 tax projection worksheets will be automatically created with the preparation of your 2019 tax returns.

## December 2019

Dec 3 **Payroll setups for 2019 must be completed.**

Dec 10 Q4 and end of year W-2 data approval is required from you. If Q4 cannot be processed because we did not get a timely approval from you, a zero filing will be made. We then must pass along ADP's \$1,000 fee to process a manual payroll event and amend Q4 payroll filings. Messy! While we are loose and accommodating most of the time, with year-end stuff we cannot un-ring the bell.

Dec 17 Q4 payroll is processed with a December 31 check date. Cash is required to be in the business checking account at this time (December 30 2019).

Self-employed health insurance, HSA, HRA and 401k amounts **are also required** for preparation of W-2s for 2019. Please bear with us as we confirm this super-duper critical information. Amending W-2s is expensive.

## January 2020

Jan 7 Cash needs for Q1 payroll is provided to you (should be a recap of what we sent in November 2019).

Jan 14 W-2s are made available to you for 2019 and uploaded to your client portal.

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Jan 21 Q1 approval is required from you. If approval is not received a zero filing will be completed which might run the risk of closing your payroll accounts. We can always file a minimum payroll of \$1,500 in wages which requires about \$400 in cash. Q2, Q3 and Q4 will simply be adjusted accordingly with no bumps or bruises.

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We cannot get bogged down with changes in Q1 income tax liabilities for 2020 given the time compression of tax season. There is plenty of “runway remaining” in May or June for review and adjustment.

## February 2020

Feb 24 Financial data are due for preparation of Partnership (Form 1065) and S Corp (Form 1120S) tax returns. Incomplete information or late information will require an extension of the business tax returns (no charge).

## March 2020

Mar 6 eFiling authorizations and tax preparation fee payments (unless prepaid) are due for Partnership and S Corp tax returns.

Mar 16 Tax return filing deadline for Partnership and S Corp tax returns.

Mar 23 Personal data are due for preparation of Individual (Form 1040) and financial data are due for preparation of C Corp (Form 1120) tax returns. Incomplete information or late information will require an extension of the tax returns (no charge).

If we don't assign deadlines to things then chaos ensues. Having said that, if life gets in the way of our cutoffs and deadlines, please do not worry. We can usually work it out... we just need communication.

## Contact Info

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All this blowing your mind? Yeah, us too. Call the office at **719-387-9800** or email us at [support@watsoncpagroup.com](mailto:support@watsoncpagroup.com) and we'll get you squared away!