INTUIT Accountants

Tax Planning Guide 2023-2024

Dear Tax Professional,

Thank you for your interest in Intuit ProConnect Tax, Intuit Lacerte Tax, and Intuit ProSeries Tax. To help you plan for a successful year and to say thank you, please enjoy this copy of the 2023-2024 Intuit Accountants Tax Planning Guide.

What's inside:

- New tax law changes for tax year 2023
- Key deadlines to help with tax compliance and planning
- Recommended to-do lists
- Specialized tips for important client life events and more

Your work relies on your expertise, and this guide will provide you with a supplemental framework to help you stay informed, save time on planning ahead, and align your team for efficiency and success.

Thank you again for your interest in Intuit professional tax products. If you have any questions please contact one of our tax consultants at 866-253-3168.

Sincerely,
The Intuit Accountants Team

PLEASE NOTE: Regulations change constantly, and while we encourage you to use this document to help inform you with decision making and planning, it's important for you to determine how the following information applies to you, your practice, and your clients.
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On December 23, 2023, President Biden signed into law the Securing a Strong Retirement Act of 2022 (Secure 2.0) as part of the Consolidated Appropriations Act of 2023. Tax Advisors saw some of the effects of the new bill which will require several changes for retirement plans. But there are also some new laws that became effective January 1, 2023 and some changes that differ from tax year 2022. Here is a rundown of some significant changes for 2023.

Required Minimum Distribution (RMD) age. The previous Secure Act moved the age for participants in employer-sponsored 401(k) plans and other defined contribution plans from 70½ to 72 for their required minimum distributions. The Secure Act 2.0 further moves the age from 72 to 73 years for terminated employees who are still participants, as well as 5% owners. These changes are effective for distributions after December 31, 2022 for individuals who turn 72 after that date.

IRA catch-up limit adjusted for inflation. For those who are 50 years or older by the end of 2022 and participants in IRA plan, the Secure Act. 2.0 increases the limit by $1,000.

For those who attain ages 60-63 for tax years beginning after Dec. 31, 2024, the current catch-up limit increased to the greater of $10,000 ($5,000 for SIMPLE plans) or 50% more than the regular catch-up amount in 2024 (2025 for SIMPLE plans).

RMD penalty reduced. The previous law in place had a penalty of 50% for not taking an RMD. The Secure Act 2.0 decreases the penalty from 50% to 25%.

Roth catch-up contributions. Catch-up contributions under Sec. 401(k), Sec. 403(b) or Sec. 457(b) plans are subject to mandatory Roth tax treatment, except those made by participants whose wages for the previous calendar year do not exceed $145,000 as annually indexed for inflation. Contributions will be made on an after-tax basis and qualified distributions will generally be tax free.

Roth matching or nonelective contributions. Sec. 401(k), Sec. 403(b), or Sec. 457(b) plans can now allow a participant to select some or all matching employer contributions as Roth contribution. The only stipulation is that this applies only to the extent that a participant is fully vested in those contributions.

Information Returns Intake System (IRIS). In an attempt to encourage small businesses to report Form 1099s, the IRS created IRIS to facilitate filing. IRIS accepts Forms 1099 starting with the 2022 tax year and beyond. Filers can use IRIS to create, upload, edit, and view information and download completed copies of 1099-series forms for distribution and verification. Businesses can e-file both small and large volumes of 1099-series forms by either keying in information or uploading a template provided by IRIS.

Auto depreciation. The IRS has increased depreciation limitations for passenger automobiles. Rev. Proc. 2023-14 increases Sec. 280f(a) to $20,200 for the first tax year for passenger automobiles acquired and placed in service during Calendar Year 2023, for which bonus depreciation deduction applies.

Eligible tax-free rollovers from 529 accounts to Roth IRAs. The Secure Act 2.0 allows beneficiaries of Sec. 529 college savings accounts to make direct trustee to trustee rollovers from a 529 account to a Roth IRA without tax or penalty. In order to qualify, the Sec. 529 account must have been in place for more than 15 years at the time of the rollover. Aggregate rollovers cannot surpass $35,000.

Starter 401(k) and 403(b) plans are introduced. A "Starter 401(k)" plan allows for employee contributions with a total annual deferral limit of $6,000 and catch-up limit of $1,000. Starter 401(k) plans automatically satisfy nondiscrimination and top-heavy testing requirements and they will most likely be subject to simplified annual reporting requirements. Employers of any size can participate, provided that they do not offer any other retirement options. Starter 403(b) plans are for tax-exempt employers that do not already maintain a qualified plan.

Part time worker 401(k) plans. Before the Secure Act 2.0 plan, 401(k) plans had to allow long-term part-time employees to make deferrals if the employee had worked at least 500 hours per year for at least three consecutive years and had made the minimum age requirement of 21 by the end of that three-year period. The act reduces the three-year requirement to two years for plan years after December 31, 2024.

Penalty-free emergency withdrawals. The Act adds a new exception from the Sec. 72(t) 10% tax on early distributions from retirement accounts. The new exception allows certain distributions used for emergency expenses, which are used for meeting unforeseeable or immediate financial needs relating to necessary personal or family emergencies. One distribution is allowed per year of up to $1,000. Taxpayers have the option to repay the distribution within three years. No further emergency distributions are allowed during the three-year repayment period unless repayment has been made. The exception is available for distributions made after Dec. 31, 2023. For domestic abuse victims, the act amends Sec. 72(t) to take distributions of up to $10,000 (adjusted for inflation after 2024) from a qualified retirement plan without being subject to the 10% additional tax penalty for early withdrawals. "Domestic abuse" includes physical, psychological, sexual, emotional, or economic abuse by a spouse or domestic partner. Employees or participants can self-certify that they qualify for the exception. The provision is effective for distributions made after Dec. 31, 2023.

For those individuals with terminal illnesses, the act amends Sec. 72(t) to allow individuals with a terminal illness to distribute from a qualified retirement plan without being subject to the 10% additional tax for early withdrawals. Employees or participants will need a physician's certification to qualify for the exception. A terminally ill person is defined as someone who has an illness or physical condition that can reasonably be expected to result in death in 84 months or less after the date of the certification. The provision is effective for distributions made after Dec. 31, 2023.

Conservation easements limitation for passthrough entities. The act disallows a charitable donation deduction for qualified conservation easement contributions made by a partnership, S Corporation of passthrough entity if the amount of the contribution exceeds 2.5 times the sum of each partner or member’s relevant basis in the entity contributing the conservation easement.

Gift Card as de minimis financial incentives. Employers can provide de minimis financial incentives such as a cash payment or gift card that are not paid with plan assets in order to encourage employees to contribute to their plan. Prior law prohibited employers from requiring employees to contribute to a plan as a condition for receiving a payment, and the only benefit that could be related to an employee participation was a matching contribution made to the plan.

Key tax facts for 2023-2024

STANDARD DEDUCTION	
Married filing jointly/surviving spouse	$27,700
Single	$13,850
Head of household	$20,800
Married filing separately	$13,850
Dependent taxpayers plus $400, whichever is greater	$1,250 or your earned income

ADDITIONAL STANDARD DEDUCTION	65+ or blind	65+ and blind
Married/surviving spouse	$1,500	$3,000
Unmarried	$1,850	$3,700

ADOPTION CREDIT	
Maximum credit	$15,950
Phase out range	$239,230-$279,230

EDUCATION CREDITS	
American Opportunity—maximum credit	$2,500
Phase out threshold—joint filers	$160,000-$180,000
Phase out threshold—all other filers	$80,000-$90,000
Lifetime Learning—maximum credit	$2,000
Phase out threshold—joint filers	$160,000-$180,000
Phase out threshold—all other filers	$80,000-$90,000

EDUCATOR EXPENSE DEDUCTION	
Maximum deduction	$300

EDUCATION SAVINGS BOND EXCLUSION	
Phase out range—joint filers	$137,800-$167,800
Phase out range—all other filers	$91,850-$106,850

STUDENT LOAN INTEREST DEDUCTION	
Maximum deduction	$2,500
Phase out range—joint filers	$150,000–$180,000
Phase out range—all other filers	$70,000-$90,000

LONG-TERM CARE INSURANCE DEDUCTION	
Age at close of year	Premiums eligible for medical expense deduction
40 or younger	$480
Older than 40 but not more than 50	$890
Older than 50 but not more than 60	$1,790
Older than 60 but not more than 70	$4,770
Older than 70	$5,960

HEALTH SAVINGS ACCOUNTS	Self-Only	Family
HDHP deductible	$1,500	$3,000
Out-of-pocket expense cap	$7,500	$15,000
Maximum contribution	$3,850	$7,750

MEDICAL SAVINGS ACCOUNTS	Self-Only	Family
HDHP deductible	$2,650-$3,950	$5,300-$7,900
Out-of-pocket expense cap	$5,300	$9,650

HEALTH FLEXIBLE SPENDING ACCOUNTS	
Maximum salary reduction contribution	$3,050

TRANSPORTATION FRINGE BENEFITS	
Vanpool/transit pass monthly exclusion	$300
Qualified parking monthly exclusion	$300

CAPITAL GAINS TAX RATES			
Type of return	**Joint return/ surviving spouse**	**Head of household**	**Single**
Maximum zero rate amount	$89,250	$59,750	$44,625
Maximum 15% rate amount	$553,850	$523,050	$492,300

INDIVIDUAL RETIREMENT ACCOUNT DEDUCTION	
Maximum deduction	$6,500
Catch-up contribution age 50 or older	$1,000
Phase out range—joint filers	$116,000-$136,000
Phase out range—single/head of household	$73,000-$83,000
Phase out range—married filing separately	$0-$10,000
Phase out range—joint filer/active participant spouse	$218,000-$228,000

ROTH IRA CONTRIBUTION	
Maximum contribution	$6,500
Catch-up contribution age 50 or older	$1,000
Phase out range—joint filers	$218,000-$228,000
Phase out range—single/head of household	$138,000-$153,000
Phase out range—married filing separately	$0-$10,000

RETIREMENT SAVINGS CONTRIBUTION CREDIT			
Credit percentage	50%	20%	10%
AGI limit—joint filers	$0-$43,500	$43,501-$47,500	$47,501-$73,000
AGI limit—head of household	$0-$32,625	$32,626-$35,625	$35,626-$54,750
AGI limit—other filers	$0-$21,750	$21,751-$23,750	$23,751-$36,500

SOCIAL SECURITY TAXES	
Maximum net taxable self-employment earnings	$160,200
"Nanny tax" threshold	$2,600

FOREIGN INCOME	
Foreign earned income exclusion	$120,000

ANNUAL EXCLUSION FOR GIFTS	
Gift tax exclusion	$17,000
Exclusion for gifts to a non-citizen spouse	$175,000

MILEAGE ALLOWANCES	
Standard business mileage allowance	66.5¢
Medical and moving allowance	22¢
Maximum contribution	14¢

June 2023

Key compliance dates

Thursday, June 1
Semiweekly depositors deposit FICA and withheld income tax on wages paid on May 24-26.

Friday, June 2
Semiweekly depositors deposit FICA and withheld income tax on wages paid on May 27-30.

Wednesday, June 7
Semiweekly depositors deposit FICA and withheld income tax on wages paid on May 31-June 2.

Friday, June 9
Semiweekly depositors deposit FICA and withheld income tax on wages paid June 3–6.

Monday, June 12
Tipped employees who received $20 or more in tips during May report them to the employer on Form 4070 (in Publication 1244, Employee’s Daily Record of Tips and Report to Employer).

Wednesday, June 14
Semiweekly depositors deposit FICA and withheld income tax on wages paid on June 7-9.

Thursday, June 15
Individuals. If you’re a US citizen or resident alien living and working (or on military duty) outside the United States and Puerto Rico, file Form 1040 or Form 1040-SR and pay any tax, interest, and penalties due. Otherwise, see Individuals under April 18, earlier. If you want additional time to file your return, file Form 4868 to obtain 4 additional months to file and pay what you estimate you owe in tax to avoid penalties and interest. Then, file Form 1040 or Form 1040-SR by October 16. However, if you’re a participant in a combat zone, you may be able to further extend the filing deadline. See Pub. 3, Armed Forces' Tax Guide

Individuals. Make a payment of your 2023 estimated tax if you’re not paying your income tax for the year through withholding (or won't pay in enough tax that way). Use Form 1040-ES. This is the second installment date for estimated tax in 2023. For more information, see Pub. 505.

Corporations. Deposit the second installment of estimated income tax for 2023. A worksheet, Form 1120-W, is available to help you estimate your tax for the year.

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Social security, Medicare, and withheld income tax. If the monthly deposit rule applies, deposit the tax for payments made in May.

Semiweekly depositors deposit FICA and withheld income tax on wages paid June 7–9.

Friday, June 16
Semiweekly depositors deposit FICA and withheld income tax on wages paid June 10–13.

Thursday, June 22
Semiweekly depositors deposit FICA and withheld income tax on wages paid June 14–16.

Friday, June 23
Semiweekly depositors deposit FICA and withheld income tax on wages paid June 17–20.

Wednesday, June 28
Semiweekly depositors deposit FICA and withheld income tax on wages paid June 21-23.

Friday, June 30
Semiweekly depositors deposit FICA and withheld income tax on wages paid on June 24–27

To-do list

- ☐ File returns or extensions for taxpayers abroad.
- ☐ Review tax law changes for 2023.
- ☐ Review tax plans for 2nd quarter estimates both individuals and businesses.

Expanding your CAS (Client Accounting Service) practice

Despite the effects of COVID-19, CAS (Client Accounting Service) practices grew a median 16% last year: a strong growth trajectory that is expected to continue through 2023. The 2023 CAS Benchmarking Survey (from the AICPA PCPS) lists key findings for any firm seeking to grow their CAS practice. While the survey notes that optimal performance was usually achieved after the two-year mark, even newer practices can capitalize on this upward trend through the following best practices.

Referrals Within the Firm
Inter-departmental relationships are key to successful practices; for example, data showed that the vast majority of CAS referrals come from tax clients. Encourage your staff to market themselves internally—letting other partners know of their role, as well as the types of services they offer.

Right Metrics
The best CAS practices were found to track their pipelines tightly, focusing on identifying and upscaling the highest-performing staff. This is because a single professional can now handle larger amounts of revenue than in the past. They can augment their performance to a greater degree by way of specialization, standardization, and technological assistance.

Specifically, high-performing practices tracked net client fees. In addition, tracking lifetime client value, transaction volume, and number of services can help guide specialization and improve client retention.

Dedicated Staff
CAS practices operate on a month-to-month basis, as opposed to the yearly rhythms of other departments. Staff being split between several roles makes capacity planning untenable and negatively affects client experience. This is why the top ⅔ of CAS performers had staff dedicated to CAS; they are not pulled away several times a year and can establish a regular cadence.

Furthermore, dedicated staff become more efficient over time. This is because a single-minded focus on CAS fosters a greater sense of ownership, and deeper familiarity with particular client needs. Practices are standardized, tasks are automated, and processes are optimized at a greater rate than with a set of rotating staff split between several roles.

Strategic Tech
The best CAS practices understand the need to adapt to current technological advances. While it does take investment, pivoting to innovative technology is a key strategy for growth in 2023. Not all technologies—such as Excel—scale. Focus on reducing desktop-based systems that require manual input by both staff and clients; let go of the others, in favor of outsourced bookkeeping (perhaps by way of AI) and other automation tools.

This approach plans for where a firm is going: larger, more profitable clients. Specialize by combining scalable accounting systems with industry-specific software. A limitation to this, of course, is that staff can only reach expertise in so many systems; focused specialization in certain industries is key.

Acceptance of Remote Work
Due to the pandemic, remote work has become an inevitable—if not controversial—option in the workforce today. However, according to the data, it benefits CAS practices, as top performers allowed more remote staff overall. Furthermore, over half of the survey respondents said that 80% or more of their work could be completed outside of the office. It's no wonder that remote work is a growing trend in CAS: 1 in 5 respondents said they allow remote work.

Properly setting up your CAS workflow can drastically improve your client retention and satisfaction. While most firms view growth as the goal, it is important to first invest in the right people and technology so that you will be able to scale and grow strategically.

July 2023
Key compliance dates

Thursday, July 6
Semiweekly depositors deposit FICA and withheld income tax on wages paid on June 28-June 30.

Friday, July 7
Semiweekly depositors deposit FICA and withheld income tax on wages paid on July 1–4.

Monday, July 10
Tipped employees who received $20 or more in tips during June report them to the employer on Form 4070.

Wednesday, July 12
Semiweekly depositors deposit FICA and withheld income tax on wages paid on July 5–7.

Friday, July 14
Semiweekly depositors deposit FICA and withheld income tax on wages paid on July 8–11.

Monday, July 17
Monthly depositors deposit FICA and withheld income tax for June.

Social security, Medicare, and withheld income tax. If the monthly deposit rule applies, deposit the tax for payments made in June.

Wednesday, July 19
Semiweekly depositors deposit FICA and withheld income tax on wages paid on July 12–14.

Friday, July 21
Semiweekly depositors deposit FICA and withheld income tax on wages paid on July 15–18.

Wednesday, July 26
Semiweekly depositors deposit FICA and withheld income tax on wages paid on July 19–21.

Friday, July 28
Semiweekly depositors deposit FICA and withheld income tax on wages paid on July 22–25.

Monday, July 31
File Form 941 for the second quarter of 2023 (if tax deposited in full and on time, file by August 10).
Deposit FUTA tax owed through June if more than $500.
File 2023 Form 5500 or 5500-EZ for calendar-year retirement and benefit plans.

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To-do list

- ☐ Alert clients to 2023 mid-year tax planning opportunities.
- ☐ Schedule Continuing Professional Education for 2023.
- ☐ Follow up with clients on outstanding items to finalize tax returns.

Cryptocurrency and taxation update

In 2021, approximately $44 billion was spent in the rapidly growing NFT market. Despite the fact that the US Generally Accepted Accounting Principles (GAAP) does not currently contain specific guidance for NFTs, it is still crucial for accounting professionals to ensure legal compliance and financial efficiency for their clients in this space.

What is an NFT?
An NFT (which stands for "non-fungible token") is a digital, cryptographic asset. Each NFT is stored on the blockchain—a public, immutable ledger—paired with a unique identification code and metadata. This allows for permanent, visible recognition of ownership and makes each NFT distinct from another ("non-fungible," unlike other physical or digital currencies).

Though NFTs were largely popularized by way of hype-driven speculation, the technology itself allows organizations to issue general units of value, usually representing usage or access rights (intellectual property, real estate, or event services, etc.). A key benefit is the sense of tangible consumer ownership and "collectability" created by the blockchain. For example, artists of varying mediums can mint their work as NFTs, combating the inefficiencies and devaluation driven by digitized, copied, and shared content. Tickets, memorabilia, and other unique perks can be distributed without the interference of third-party companies or scammers. Others have used NFTs as incentives in video gaming and social media platforms.

It is this very flexibility that makes accounting for NFTs problematic, both legally and financially. While NFTs are most similar to indefinite-lived tangible assets (such as trademark or perpetual franchise), they do not fall neatly into categories like cash and cash equivalents, securities, or financial instruments. NFTs can contain any number or category of assets, which necessitates accounting treatment on a case-by-case basis.

Categorization and Valuation
In terms of reporting, the value of an NFT is its carrying value: acquisition cost minus impairment cost. To determine fair market value, two methods can be utilized.

1. Discounted Cash Flow (DCF): Consider future revenue or cash flow, such as licensing and royalty payments.
2. Market Approach: Consider past transactions and prior sales of similar NFTs.

The key to accounting for NFTs is to understand each one as an individual asset, which is itself a vehicle for other assets. In any given case, consider how this asset would be categorized if it were not an NFT. Generally, they will fall under the securities category, unless they are designed with an expectation of profit to the buyer. In these cases—such as a fractional NFT (f-NFT)—they would be categorized as a commodity. Making this distinction is crucial, as it completely changes the relevant set of laws and regulations.

NFTs are taxed as property, in a similar manner to cryptocurrency. However, care must be taken depending on if the taxpayer is an NFT creator, buyer, or seller. For example, while creators assume tax liability on sale, buyers and sellers are taxed with long-term capital gains and ordinary income rates.

Other Legal Concerns
The unprecedented clarity that blockchain technology creates through public availability has resulted in legal complications. For example, the EU's General Data Protection Regulation framework guarantees citizens the ability to remove data held by public and private companies—a privilege rendered impractical or even impossible by the blockchain.

Accounting professionals must also consider intellectual property rights, as some sales transfer intellectual property to the buyer, while others do not. In addition, the minting of an NFT may contradict prior copyrights, resulting in copyright infringement. Tax professionals should advise their clients to fully understand the terms and conditions before a transaction is made.

Finally, though NFTs have not received specific regulation from the US Office of Foreign Assets Controls (OFAC), those that function similar to currency will attract increased attention from US regulators in the near future. For example, those who want to bypass US law may favor the anonymity and decentralization created by the blockchain. Recent events—such as Russia's invasion of Ukraine—further complicate this, as the number of government-sanctioned individuals has increased dramatically. Tax professionals should pay close attention to differing legal standards between states, in addition to US sanctions and money laundering laws.

August 2023

Key compliance dates

Wednesday, August 2
Semiweekly depositors deposit FICA and withheld income tax on wages paid on July 26–28.

Friday, August 4
Semiweekly depositors deposit FICA and withheld income tax on wages paid on July 29–August 1.

Wednesday, August 9
Semiweekly depositors deposit FICA and withheld income tax on wages paid on August 2–4.

File form 941 for the second quarter of 2023 if you deposited the tax for the quarter timely, properly, and in full.

Thursday, August 10
Tipped employees who received $20 or more in tips during July report them to the employer on Form 4070.

Friday, August 11
Semiweekly depositors deposit FICA and withheld income tax on wages paid on August 5–8.

Tuesday, August 15
Monthly depositors deposit FICA and withheld income tax for July.

Social security, Medicare, and withheld income tax. If the monthly deposit rule applies, deposit the tax for payments made in July.

Wednesday, August 16
Semiweekly depositors deposit FICA and withheld income tax on wages paid on August 9–11.

Friday, August 18
Semiweekly depositors deposit FICA and withheld income tax on wages paid on August 12–15.

Wednesday, August 23
Semiweekly depositors deposit FICA and withheld income tax on wages paid on August 16–18.

Friday, August 25
Semiweekly depositors deposit FICA and withheld income tax on wages paid on August 19–22.

Wednesday, August 30
Semiweekly depositors deposit FICA and withheld income tax on wages paid on August 23–25.

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To-do list

- ☐ Remind clients of September 15 estimated tax payment for individuals and calendar-year corporations.
- ☐ Remind calendar-year S corporations and partnerships with returns on extension of September 15 filing deadline.
- ☐ Follow up with clients to see if second quarter income tax estimates have been paid.

Employee retention: Ways to mitigate staff attrition

In August 2022, Big Four firm Deloitte reported that 82.4% of hiring managers struggled in finding accounting and finance talent. A trend common in all work sectors, the Great Resignation is exacerbated by the fact that less Americans are pursuing university courses and professional certification. Despite the need for more specialized skills—like cybersecurity, increasingly complex tech stacks, and industry-specific software—employees are leaving at faster rates and joining at slower rates.

In a field like accounting with its reputation of high entry requirements, high-stress environments (especially during tax season), and mundane tasks, all these factors result in a sort of "talent war" for a limited pool of qualified, specialized individuals.

The accounting profession is here to stay; there will always be a demand for intelligent financial support and services. However, firms themselves need to reframe their expectations: no longer can exceptional performance be limited to one area. Rather, to both retain and find new staff, they must empower employees at the holistic and individual level. These employees can then embrace broader aspects of accounting, such as technological innovation, forecasting, strategic planning, risk management, and business expansion, resulting in greater employee retention.

Hiring Process

On the front end, firms must adjust their long-lead pipeline. This means widening the standards of what a qualified applicant looks like. Re-evaluate the necessity of a 4-year or accounting degree, for example, and offer competitive salaries and benefits packages to a diversified applicant pool.

Clear Vision

In the face of rapidly diversifying demands, firms need a clear vision more than ever. This means establishing limitations: defining what the right clients and services are, as well as what they aren't. Employees are happiest under these conditions, as the work tends to be more meaningful. Further mitigate staff attrition by leaning on technological solutions to drive revenue streams and increase efficiency, prioritizing monthly income (as opposed to solely tax season income, a common source of burnout). Outsource tasks that are either mundane or unfamiliar to your staff. One example might be using an external, private-cloud solution for today's ever-changing cybersecurity concerns.

Workplace Culture

Conversely, firms should loosen unnecessary limitations on existing employees. The accounting world is notorious for its high-stress culture and mundane nature, an issue that can be managed by clear boundaries on overtime and workload, especially during tax season. But to truly alleviate staff attrition, consider allowing greater autonomy in ways that do not sacrifice productivity such as remote work, family leave, vacation hours, or PTO.

A culture of leadership transparency can allow employees to be known and heard in the event of key decisions. An employee who also sees a path towards growth and career advancement within your firm (perhaps by incentivizing CPA exams through loans/rewards or a robust mentoring focus) is more likely to stay long-term. Such long-term employees should then be recognized and rewarded openly. Sabbatical programs, the average timescale being 5 years among high-performing practices, are a tangible example.

Resources

While competitive compensation is the most obvious element in employee retention, firms can offer other creative resources to help bolster excellence and encourage socialization. Provide healthy food and mental health services, while incentivizing recreation and exercise. These integrated services can greatly improve workplace morale and stave off burnout, making the office a more friendly (yet productive) place to work.

September 2023
Key compliance dates

Friday, September 1
Semiweekly depositors deposit FICA and withheld income tax on wages paid on August 26–29.

Thursday, September 7
Semiweekly depositors deposit FICA and withheld income tax on wages paid on August 30–September 1.

Friday, September 8
Semiweekly depositors deposit FICA and withheld income tax on wages paid on September 2–5.

Monday, September 11
Tipped employees who received $20 or more in tips during August report them to the employer on Form 4070.

Wednesday, September 13
Semiweekly depositors deposit FICA and withheld income tax on wages paid on September 6–8.

Friday, September 15
Individuals. Make a payment of your 2023 estimated tax if you're not paying your income tax for the year through withholding (or won't pay in enough tax that way). Use Form 1040-ES. This is the third installment date for estimated tax in 2023. For more information, see Pub. 505.

Partnerships. File a 2022 calendar year return (Form 1065). This due date applies only if you timely requested an automatic 6-month extension. Otherwise, see Partnerships under March 15, earlier. Provide each partner with a copy of their final or amended Schedule K-1 (Form 1065) or substitute Schedule K-1 (Form 1065) and, if applicable, Schedule K-3 (Form 1065) or substitute Schedule K-3 (Form 1065).

S corporations. File a 2022 calendar year income tax return (Form 1120-S) and pay any tax, interest, and penalties due. This due date applies only if you timely requested an automatic 6-month extension of time to file the return. Otherwise, see S corporations under March 15, earlier. Provide each shareholder with a copy of their final or amended Schedule K-1 (Form 1120-S) or substitute Schedule K-1 (Form 1120-S) and, if applicable, Schedule K-3 (Form 1120-S) or substitute Schedule K-3 (Form 1120-S).

Corporations. Deposit the third installment of estimated income tax for 2023.

Social security, Medicare, and withheld income tax. If the monthly deposit rule applies, deposit the tax for payments made in August.

Monthly depositors deposit FICA and withheld income tax for August.

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Semiweekly depositors deposit FICA and withheld income tax on wages paid on September 9–12.

Wednesday, September 20
Semiweekly depositors deposit FICA and withheld income tax on wages paid on September 13–15.

Friday, September 22
Semiweekly depositors deposit FICA and withheld income tax on wages paid on September 16–19.

Wednesday, September 27
Semiweekly depositors deposit FICA and withheld income tax on wages paid on September 20–22.

Friday, September 29
Semiweekly depositors deposit FICA and withheld income tax on wages paid on September 23–26.

Trusts. File a 2022 calendar year fiduciary income tax return (Form 1041) and pay any tax, interest, and penalties due. This due date applies only if you timely requested a 5 ½ month extension of time to file the return.

To-do list

- ☐ Schedule appointments with individual clients for year-end tax planning sessions.
- ☐ Remind individual clients and C corporations of extended October 15 filing deadline for 2021 returns.
- ☐ File returns for calendar-year S corporations and partnerships that obtained automatic extensions.

Depreciation changes for 2023

The Tax Cuts and Jobs Act of 2017 (TCJA) brought significant changes to tax and corporate laws. It benefited manufacturers specifically, allowing for a 100% deduction of property like machinery, equipment, and other fixed assets if the said property has a useful life of 20 years or less and was purchased after September 27, 2017.

However, the TCJA also amended IRC Section 168(k), phasing out this 100% bonus depreciation by December 31, 2022. Unless further legislation is passed, the percentage deduction will decrease 20% each year, before being fully removed in 2027.

- 80% deduction for property placed in service from December 31, 2022 to January 1,

2024
- 60% deduction for property placed in service from December 31, 2023 to January 1,

2025
- 40% deduction for property placed in service from December 31, 2024 to January 1,

2026
- 20% deduction for property placed in service from December 31, 2025 to January 1,

2027
- 0% deduction for property placed in service after January 1, 2027.

As a result, companies—especially those in manufacturing—may benefit from accelerating their purchase schedule while the bonus depreciation still exists.

One alternative to the TCJA deduction is Section 179, which also allows for the full expensing of qualified property. However, in 2023, it is limited to a certain threshold ($1,160,000 in 2023) as well as a service cap of $2,890,000, limiting the types of qualifying expenses. Furthermore, it is limited to taxable income, meaning that the Section 179 deduction cannot create a loss.

For the 2023 tax year, it might be advisable to take the 80% bonus depreciation deduction for qualifying assets, and then take Section 179 on the remaining balance which would theoretically allow a client to write off 100% of an asset. The combined depreciation strategy would allow for companies to fully expense assets.

It should be noted that bonus depreciation can create losses at the entity level, while Section 179 depreciation will not create a loss situation as the deduction is limited to taxable income. Careful planning must be taken into consideration for multiple business owners who own pass-through entities (such as an S Corporation or Partnership) who are electing Section 179. For example, if a business owner owns two S corporations with 100% ownership in both entities, and he or she elects the maximum Section 179 deduction (without any income limitations) then the entity will pass down $2,320,000 ($1,160,000+$1,160,000) of Section 179 to the individual level. The issue becomes when the taxpayer receives more than the maximum amount of Section 179 deduction allowable for the 2023 year. The excess above $1,160,000 for 2023 becomes "lost" and unfortunately no excess Section 179 amount will carry forward to future years.

Additionally, different states will either conform to federal depreciation or not conform to the bonus and Section 179 depreciation rules. It's important to understand the state tax impact of depreciation changes along with the federal changes when planning for your clients' tax liability.

When doing tax planning for clients, a best practice is to enter in depreciable assets throughout the year as opposed to after year end. In doing so, tax practitioners are able to proactively prepare depreciation reports as fixed assets are being entered into their client's general ledger, and it allows the practitioner to forecast what taxable income will look like for the client's quarterly tax estimates.

October 2023

Key compliance dates

Wednesday, October 4
Semiweekly depositors deposit FICA and withheld income tax on wages paid on September 27–29.

Friday, October 6
Semiweekly depositors deposit FICA and withheld income tax on wages paid on September 30.

Tuesday, October 10
Tipped employees who received $20 or more in tips during September report them to the employer on Form 4070.

Thursday, October 12
Semiweekly depositors deposit FICA and withheld income tax on wages paid on October 4–6.

Monthly depositors deposit FICA and withheld income tax for September.

Friday, October 13
Semiweekly depositors deposit FICA and withheld income tax on wages paid on October 7–10.

Monday, October 16
Individuals. If you have an automatic 6-month extension to file your income tax return for 2022, file Form 1040 or Form 1040-SR and pay any tax, interest, and penalties due.

Corporations. File a 2022 calendar year income tax return (Form 1120) and pay any tax, interest, and penalties due. This due date applies only if you timely requested an automatic 6-month extension. Otherwise, see Corporations under April 18, earlier.

Social security, Medicare, and withheld income tax. If the monthly deposit rule applies, deposit the tax for payments made in September.

Wednesday, October 18
Semiweekly depositors deposit FICA and withheld income tax on wages paid on October 11–13.

Friday, October 20
Semiweekly depositors deposit FICA and withheld income tax on wages paid on October 14–17.

Wednesday, October 25
Semiweekly depositors deposit FICA and withheld income tax on wages paid on October 18–20.

1	2	3	**4**	5	**6**	7
8	9	**10**	11	**12**	**13**	14
15	**16**	17	**18**	19	**20**	21
22	23	24	**25**	26	**27**	28
29	30	**31**				

Friday, October 27
Semiweekly depositors deposit FICA and withheld income tax on wages paid on October 21–24.

Tuesday, October 31
Social security, Medicare, and withheld income tax. File Form 941 for the third quarter of 2023.

Employers file Form 941 for the third quarter of 2023 (if tax was deposited in full and on time, file by November 13).

Deposit FUTA tax owed through September if more than $500.

To-do list

- ☐ Schedule year-end tax planning sessions with individual clients.
- ☐ File returns for individual and C Corporation clients who obtained automatic six-month extensions.
- ☐ Renew Preparer Tax Identification Number (PTIN) for 2024.
- ☐ Schedule some much needed rest and continuing education.

Individual year-end planning tips

As your clients begin to file their taxes for 2023, tax advisors can optimize their strategy in the following ways.

Roth IRA Conversions
Considering the widespread investment losses last year, clients can convert a portion of a traditional IRA at a lower marginal tax rate. After conversion, the Roth IRA would appreciate tax free until the taxpayer would like to start taking withdrawals of that money.

It can be then used in retirement as a mechanism for tax redistribution, or as a legacy asset.

Tax-Loss Harvesting
If a client's losses outstrip gains due to 2022 market volatility (perhaps due to steep declines in cryptocurrency value), firms can claim capital losses. These tax assets can offset up to $3,000 of income ($1,500 if married filing separate), and roll over to future years when gains need to be offset.

Additionally, cryptocurrency assets are not subject to the wash sale disallowance rules. And depending on a client's accounting method for tracking crypto, a practitioner can utilize various methods such as "specific identification" or "HIFO" (highest in first out) to create losses for the assets.

Capital losses can be utilized in tandem with qualified opportunity zones: tax breaks created by the Tax Cuts and Jobs Act of 2017. This allows clients to delay capital gains until 2026, while harvesting more capital losses in the meantime. Furthermore, after the 10-year mark, held qualified opportunity zones' capital gains are tax-free.

Charitable Giving
For donors who have appreciated securities in a taxable account, using their appreciation to fund philanthropic goals allows them to receive a fair market value deduction. Furthermore, they do not need to pay tax on the capital gains inherent in that security. It is often advisable to contribute appreciated assets. But when there are stocks that have underperformed, it might also be advisable to sell those stocks at a loss, claim a capital loss, and donate the cash proceeds to charity. This way, a taxpayer can utilize the capital losses to offset ordinary income (up to $3,000) and get a charitable donation if the taxpayer itemizes their deductions.

Charitable donations can also be bundled, itemizing in the current year and taking the standard deduction the following year.

As interest rates increase, charitable remainder trusts also become more viable. They allow clients to create a charitable legacy, obtain a deduction, and retain an income stream of payments.

Maximize Retirement, Education, and Health Savings Accounts
These tried-and-true vehicles both manage taxable income and serve as assets to be used in the future. If the taxpayer is an employee and his or her tax situation would allow for a contribution to a traditional IRA, taxpayers can put away up to $6,500 ($7,500 if you are age 50 or older) for the 2023 tax year.

Consider contributing to a traditional IRA to offset ordinary income. If the taxpayer is self-employed, consider contributing to a SEP IRA or a defined benefit plan.

The taxpayer can also invest in 529 college savings plans where their funds will grow tax free, and the taxpayer does not have to pay income taxes on distributions when the money is used for eligible education expenses. The maximum contribution for 529 college savings plan is $17,000 before having to file a gift tax return for the 2023 tax year.

For the 2023 tax year, if a taxpayer is covered by a high deductible health plan, then the maximum deduction for individuals is $3,850. If you have a family HDHP, then you can contribute up to $7,750.

November 2023

Key compliance dates

			1	2	**3**	4
5	6	7	**8**	9	10	11
12	**13**	14	**15**	16	**17**	18
19	20	21	**22**	23	24	25
26	**27**	28	**29**	30		

Wednesday, November 1
Semiweekly depositors deposit FICA and withheld income tax on wages paid on October 25–27.

Friday, November 3
Semiweekly depositors deposit FICA and withheld income tax on wages paid on October 28–31.

Wednesday, November 8
Semiweekly depositors deposit FICA and withheld income tax on wages paid on November 1–3.

Monday, November 13
Social security, Medicare, and withheld income tax. File Form 941 for the third quarter of 2023.

Tipped employees who received $20 or more in tips during October report them to the employer on Form 4070.

Semiweekly depositors deposit FICA and withheld income tax on wages paid on November 4–7.

File Form 941 for the third quarter of 2023 if tax for the quarter was deposited in full and on time.

Wednesday, November 15
Semiweekly depositors deposit FICA and withheld income tax on wages paid on November 8–10.

Monthly depositors deposit FICA and withheld income tax for October.

Nonprofit Returns. File a 2022 calendar year-end nonprofit tax return (Form 990). This due date applies only if you timely requested an automatic 6-month extension.

Social security, Medicare, and withheld income tax. If the monthly deposit rule applies, deposit the tax for payments made in October.

Friday, November 17
Semiweekly depositors deposit FICA and withheld income tax on wages paid on November 11–14.

Wednesday, November 22
Semiweekly depositors deposit FICA and withheld income tax on wages paid on November 15–17.

Monday, November 27
Semiweekly depositors deposit FICA and withheld income tax on wages paid on November 18–21.

Wednesday, November 29
Semiweekly depositors deposit FICA and withheld income tax on wages paid on November 22–24.

To-do list

- ☐ Remind individual clients whose withholding status will change in 2023 to submit new W-4 forms to their employers.
- ☐ Remind individual clients who may have underpaid estimated taxes to increase withholding from salary and wages to make up for shortfall.
- ☐ Renew PTIN.
- ☐ Make any major technology changes and decisions for the upcoming year (such as tax software conversions or changing document management).

Business year-end planning tips

The Inflation Reduction Act of 2022 greatly complicates tax filing and planning in the near future. While most small businesses will still benefit from the usual practices (accelerating and bunching deductions to minimize taxes while deferring income), higher-income businesses that expect increased revenue next year may find these strategies ineffective.

Generally speaking, these businesses can benefit from the opposite strategy: pulling 2023 income to be taxed at lower rates while deferring deductible expenses into 2024. Tax professionals should consider the following procedures:

Cash Method Accounting
More businesses are now allowed to use cash method accounting—rather than the accrual method—allowing for greater flexibility in accelerating or holding off payments. Any taxpayer can qualify as a small business if they satisfy a gross receipts test; however, for 2023, this requirement is satisfied if average annual gross receipts don't exceed $26 million over a three-year testing period. The benefits of being a cash basis taxpayer is that you only pay taxes on the money that you actually receive as income and actually pay out as expenses.

Accrual Method Accounting
On an accrual basis, you pay taxes on the money that is owed to you, whether or not you received it. On a similar note, you are able to get a deduction for amounts you are due to pay out. There are some businesses that may benefit from the accrual method of accounting. Some circumstances where this could be applicable are businesses that do not have large accounts receivables but could have large accounts payables. For example, restaurant clients do not have a large amount of accounts receivable (as a majority of the income comes from customers who walk in the door on a daily basis) but will have a lot of bills that they can defer to pay after the close of a tax year. They are also able to claim a tax deduction for when the bills are received.

You choose an accounting method when you file the initial tax return. If a change is to be made in the future, you must generally get IRS approval by filing Form 3115, Application for Change in Accounting Method.

Expenditures and Asset Purchases
Businesses should consider purchasing certain items before the end of 2023, especially depreciable property that falls under Section 179 business property expensing: computer software, interior renovation (but not enlargement), elevators, escalators, roofs, HVAC, fire protection, alarms, or security systems. Beginning in 2023, the section 179 expensing limit is $1,160,000 and the investment ceiling limit is $2,890,000. In addition, if machinery and equipment were purchased and placed in service this year, businesses can also claim an 80% first year depreciation deduction.

The de minimis safe harbor election (or book-tax conformity election) can also be used to expense lower-cost supplies or materials if they are not capitalized under UNICAP regulations. If you have an applicable financial statement (AFS) you may use a safe harbor to deduct amounts paid for tangible property up to $5,000 per invoice or item (as substantiated by invoice). Or if you don't have an AFS, you may use the safe harbor to deduct amounts up to $2,500 per invoice or item. To claim the de minimis safe harbor election, one must attach a statement titled "Section 1.263(a)-1(f) de minimis safe harbor election" to the timely filed original federal tax return including extensions for the taxable year in which the de minimis amounts are paid.

Timing Debt Cancellation, NOLs, and Disposition of Passive Activity
Depending on the proportion of income and losses between 2023 and 2024, corporations should employ strategic timing. For example, delaying debt-cancellation events until 2024 can reduce 2023 taxable income, while 2024 income can be accelerated to create smaller net income in 2023 in anticipation of a small net operating loss (NOL). This avoids taxation on 100% of increased income the following year.

The disposition of any passive activities—and the resulting suspended losses—should also be timed properly. For example, 2023 income can be reduced by disposing of the passive activity before year-end. On the other hand, delaying the same disposition until 2024 can help offset potential top rate increases.

December 2023

Key compliance dates

					1	2
3	4	5	**6**	7	**8**	9
10	**11**	12	**13**	14	**15**	16
17	18	19	**20**	21	**22**	23
24	25	26	27	**28**	**29**	30
31						

Friday, December 1
Semiweekly depositors deposit FICA and withheld income tax on wages paid on November 25–28.

Wednesday, December 6
Semiweekly depositors deposit FICA and withheld income tax on wages paid on November 29–December 1.

Friday, December 8
Semiweekly depositors deposit FICA and withheld income tax on wages paid on December 2–5.

Monday, December 11
Tipped employees who received $20 or more in tips during November report them to the employer on Form 4070.

Wednesday, December 13
Monthly depositors deposit FICA and withheld income tax for November.

Semiweekly depositors deposit FICA and withheld income tax on wages paid on December 6–8.

Calendar-year corporations pay fourth installment of 2023 estimated tax.

Friday, December 15
Corporations. Deposit the fourth installment of estimated income tax for 2023. A worksheet, Form 1120-W, is available to help you estimate your tax for the year.

Social security, Medicare, and withheld income tax. If the monthly deposit rule applies, deposit the tax for payments made in November.

Semiweekly depositors deposit FICA and withheld income tax on wages paid on December 9–12.

Wednesday, December 20
Semiweekly depositors deposit FICA and withheld income tax on wages paid on December 13–15.

Friday, December 22
Semiweekly depositors deposit FICA and withheld income tax on wages paid on December 16–19.

Thursday, December 28
Semiweekly depositors deposit FICA and withheld income tax on wages paid on December 20–22.

Friday, December 29
Semiweekly depositors deposit FICA and withheld income tax on wages paid on December 23–26.

Employers must pay 50% of the amount of the employer share of Social Security tax for 2020 that was deferred under the Coronavirus Aid, Relief, and Economic Security (CARES) Act. The remainder of the deferred tax is due by December 31, 2023.

To-do list

- ☐ Establish tax return preparation procedures for upcoming tax season.
- ☐ Prepare engagement letters for the upcoming year.
- ☐ Follow up with clients for any last-minute tax planning opportunities.
- ☐ Prepare tax season work assignments.
- ☐ Review new tax developments.
- ☐ Remind individual clients of January 15 due date for fourth and final 2023 estimated tax payment.
- ☐ Remind business clients of January 31 due date for filing informational returns (W-2s, 1099s).

Electronic filing mandates for informational returns for 2024

In 2019, the IRS received close to 4 billion informational returns. Of those 4 billion, nearly 40 million paper informational returns were filed. In 2021, there were proposed regulations to implement statutory changes made by the Taxpayer First Act of 2019 to establish lower thresholds for mandatory electronic filing.

On February 21, 2023, the IRS released final regulations (T.D. 9972) requiring organizations to electronically file specified returns and other documents. In general, an organization filing 10 or more returns or statements in a calendar year will be required to file electronically in 2024 (the previous threshold amount was 250). These rules affect those who file partnership returns, corporate income tax returns, unrelated business income tax returns, withholding tax returns, certain informational returns, registration statements, disclosure statements, notifications, actuarial reports, and certain excise returns. The ten-return threshold does not make electronic filing mandatory for employment tax returns such as Forms 940 and 941. Filers must aggregate almost all return types covered by the final regulation to determine whether the filer meets the ten-return threshold.

The earlier regulations did not have such a strict mandatory e-filing threshold. The superseded 250-return threshold only applied to each type of informational return. For example, under the prior rule, 200 Form 1120s and 200 Form 1099s were not required to be electronically filed since each of those types of returns did not exceed the 250-return threshold amount. But with the new aggregation rule, the number of Form 1120s and 1099s would be combined to see whether the threshold is met. The new regulations require filers to aggregate across all return types.

Additionally, if a person is required to file original informational returns electronically and subsequently has to amend/correct the returns, the person must submit the correction electronically. The exception is if the IRS does not support electronic filing of a particular return.

Failure to comply with electronic filing rules can trigger penalties under IRC Section 6721 when electronic filing is required. The potential penalty for the 2022 tax year is up to $290 per W-2, up to an annual maximum of $3,532,500. For businesses with annual gross receipts of less than $5 million, the maximum is $1,117,500. Penalty amounts are indexed and increase on an annual basis.

For those who might experience hardship in complying with the e-file requirements, hardship waivers may be available by filing Form 8508 Request for Waiver from Filing Informational Returns Electronically. However, the IRS recently created an online portal to be used for tax year 2022 and beyond called "Information Returns Intake System" (IRIS) which is a free service that lets you file Forms 1099-MISC, 1099-NEC, 1099-INT, 1099-DIV, file corrected Forms 1099, and electronically file those forms directly with the IRS. The IRS is making it easier for taxpayers to comply with these new changes as electronic filing is the most secure way to ensure that returns are filed accurately and timely.

While most accounting software have the data to produce 1099s and file them with the IRS, it is likely that your accounting software is currently building an integration with IRIS to accurately verify taxpayer information, which should reduce SSN and legal name mismatches typically reported on CP2100.

January 2024

Key compliance dates

	1	2	3	**4**	**5**	6
7	8	9	**10**	11	**12**	13
14	**15**	16	**17**	18	**19**	20
21	22	23	**24**	25	**26**	27
28	29	30	**31**			

Thursday, January 4
Semiweekly depositors deposit FICA and withheld income tax on wages paid on December 27–29.

Friday, January 5
Semiweekly depositors deposit FICA and withheld income tax on wages paid on December 30-31.

Semiweekly depositors deposit FICA and withheld income tax on wages paid on January 1-2.

Wednesday, January 10
Tipped employees who received $20 or more in tips during December report them to their employers on Form 4070.

Semiweekly depositors deposit FICA and withheld income tax on wages paid on January 3–5.

Friday, January 12
Semiweekly depositors deposit FICA and withheld income tax on wages paid on January 6–9.

Monday, January 15
Monthly depositors deposit FICA and withheld income tax for December.

Individuals pay final installment of 2023 estimated tax.

Individuals. Make a payment of your estimated tax for 2023 if you didn't pay your income tax for the year through withholding (or didn't pay in enough tax that way). Use Form 1040-ES. This is the final installment date for 2023 estimated tax payments. However, you don't have to make this payment if you file your 2023 return (Form 1040 or Form 1040-SR) and pay all tax due by January 31, 2024.

Farmers and fishermen. Pay your estimated tax for 2023 using Form 1040-ES. You have until April 15 to file your 2023 income tax return (Form 1040 or Form 1040-SR). If you don't pay your estimated tax by January 15, you must file your 2023 return and pay all tax due by March 1, 2024 to avoid an estimated tax penalty.

Social security, Medicare, and withheld income tax. If the monthly deposit rule applies, deposit the tax for payments made in December 2023.

Wednesday, January 17
Semiweekly depositors deposit FICA and withheld income tax on wages paid on January 10–12.

Friday, January 19
Semiweekly depositors deposit FICA and withheld income tax on wages paid on January 13–16.

Wednesday, January 24
Semiweekly depositors deposit FICA and withheld income tax on wages paid on January 17–19.

Friday, January 26
Semiweekly depositors deposit FICA and withheld income tax on wages paid on January 20–23.

Wednesday, January 31
Employers file Form 941 for the fourth quarter of 2023 (if tax deposited in full and on time, file by February 9. Qualifying small employers file annual Form 944 for 2023 (in lieu of quarterly Form 941s).

Employers file Form 940 for 2023 (if tax was deposited in full and on time, file by February 13).

Furnish copies of Form W-2 for 2023 to employees and file Copy A with the Social Security Administration (SSA).

Furnish Form 1099-NEC information returns for 2023 to payees of nonemployee compensation and file returns with the IRS.

File Form 945 for 2023 to report income tax withheld on non-payroll items.

All employers. Give your employees their copies of Form W-2 for 2022. If an employee agreed to receive Form W-2 electronically, have it posted on a website and notify the employee of the posting.

Payers of nonemployee compensation. File Form 1099-NEC for nonemployee compensation paid in 2023.

All businesses. Give annual information statements to recipients of certain payments you made during 2023.

January 2024
Key compliance dates

Social security, Medicare, and withheld income tax. File Form 941 for the fourth quarter of 2023.

Individuals who must make estimated tax payments. If you didn't pay your last installment of estimated tax by January 15, you may choose (but aren't required) to file your income tax return (Form 1040 or Form 1040-SR) for 2023 by January 31. Filing your return and paying all tax due by January 31 prevents any penalty for late payment of the last installment. If you can't file and pay your tax by January 31, file and pay your tax by April 15.

CAUTION! All businesses. Give annual information statements to recipients of certain payments you made during 2023. You can use the appropriate version of Form 1099 or other information return. Form 1099 can be issued electronically with the consent of the recipient. Payments that may be covered include the following:

- Cash payments for fish (or other aquatic life) purchased from anyone engaged in the trade or business of catching fish.
- Compensation for workers who aren't considered employees (including fishing boat proceeds to crew members).
- Dividends and other corporate distributions.
- Interest.
- Rent.
- Royalties.
- Payments of Indian gaming profits to tribal members.
- Profit-sharing distributions.
- Retirement plan distributions.
- Original issue discount.
- Prizes and awards.
- Medical and health care payments.
- Debt cancellation (treated as payment to debtor).
- Cash payments over $10,000. See the Form 8300 instructions. See the General Instructions for Certain Information Returns for information on what payments are covered, how much the payment must be before a statement is required, which form to use, when to file, and extensions of time to provide statements to the IRS. Form 1099-B, Proceeds From Broker and Barter Exchange Transactions; Form 1099-S, Proceeds From Real Estate Transactions; and certain reporting on Form 1099-MISC, Miscellaneous Information, are due to recipients by February 15.

Payers of nonemployee compensation. File Form 1099-NEC for nonemployee compensation paid in 2023.
Semiweekly depositors deposit FICA and withheld income tax on wages paid on January 24–26.

To-do list

- ☐ Send tax preparation packets and tax data organizers to individual clients.
- ☐ Alert individual clients to the option of filing the 2023 return by January 31 in lieu of making final 2023 estimated tax payment.
- ☐ Remind business clients of information reporting requirements.

What is a family office, and would it benefit your practice?

Historical Precedent
In the late 19th century, the first family offices served wealthy families—with a net worth equivalent to $100 million or over today—as a separate entity from the family business. Their CEOs—usually well-versed financial executives supported by teams of bookkeepers and personal assistants—handled matters of accounting, law, investment, and risk management, assembling subject-matter experts for other concerns. Family offices often assisted with company valuation and succession planning, as well as more mundane tasks like monthly reports and tax planning. They even functioned as "pseudo-parents," arranging for personal care of travel arrangements.

Multi-Family Office
In contrast, today's family offices usually take the form of the multi-family office: for-profit, professional service firms that serve more than one family. But their primary responsibility is the same: centralized management of the family's financial affairs. They compile monthly reports on financial assets, properties, and asset holdings, overseeing family estate plans, entity structures, and philanthropic activities. These firms often share a strong personal relationship with the family—especially its founding or senior members—and may serve in other capacities (personal and business concierges) as well.

Firms who wish to offer multi-family office services should consider the following:

- Firms whose clients' net worth exceeds $25-50 million can benefit the most from this model, simply because it greatly elevates client experience.

- Most multi-family offices charge a flat fee for a list of services, rather than hourly compensation. Flat fees are also added for assets under management, or for the selection of an asset manager.

- It is crucial for practices to provide proper documentation for their services, compensation methods, and licenses. This is due to the broad, relational nature of multi-family office services. For example, while a CPA's input may be incidental to their accounting role, it is subjective whether or not they are concretely shaping family goals/objectives and providing financial advice. Therefore, firms should seek professional counsel on whether investment advisor registration is necessary.

- If investment advisor registration is found to be necessary, then the same rules of compensation, marketing, and audit also apply. A compliance professional or consultant will be necessary.

- A firm seeking to provide asset management alongside multi-family office services should consider the size and makeup of their current staff. For example, larger firms with more sophisticated investment capabilities will naturally find this easier. On the other hand, for smaller firms, outsourcing such responsibilities to subject-matter professionals is a sensible choice. Firstly, it shortens the sharp learning curve of establishing a multi-family office. It also helps avoid potential mistakes, allowing you to lean on existing seasoned staff. Avoid affiliating with a firm that already serves your projected client base, especially if fee-sharing is involved.

Implementing a Family Office in Your Practice
Chances are, your current practice serves a broad spectrum from retirees to high net worth individuals and businesses. It's important to not only prepare annual tax returns and other compliance work, but it is also important to seek out opportunities to better serve your existing client base. As your practice grows, so will your clients' businesses throughout the years. In time, some clients will grow to the point where they will be needing this concierge type of service to better help them create a legacy that extends beyond their lifetime. A family office would allow you to help your clients set up a legacy that extends beyond their lifetime.

February 2024

Key compliance dates

Friday, February 2
Semiweekly depositors deposit FICA and withheld income tax on wages paid on January 27-30.

Wednesday, February 7
Semiweekly depositors deposit FICA and withheld income tax on wages paid on January 31–February 2.

Friday, February 9
Semiweekly depositors deposit FICA and withheld income tax on wages paid on February 3–6.

Monday, February 12
Tipped employees who received $20 or more in tips during January report them to the employer on Form 4070.

Monthly depositors deposit FICA and withheld income tax for January.

Employers file Form 941 for the fourth quarter of 2023 if tax for the quarter was deposited in full and on time.

Employers file Form 940 for 2023 if tax for the year was deposited in full and on time.

Wednesday, February 14
Semiweekly depositors deposit FICA and withheld income tax on wages paid on February 7–9.

Thursday, February 15
Claims for 2023 exemptions from income tax withholding expire; employers must begin withholding tax unless employee has submitted a new W-4 to continue exemption for 2024. Monthly depositors deposit FICA and withheld income tax for January.

All businesses. Give annual information statements to recipients of certain payments you made during 2023. You can use the appropriate version of Form 1099 or other information return. Form 1099 can be issued electronically with the consent of the recipient. This due date applies only to the following types of payments:

- All payments reported on Form 1099-B.
- Substitute payments reported in box 8 or gross proceeds paid to an attorney reported in box 10 of Form 1099-MISC.

Individuals. If you claimed exemption from income tax withholding last year on the Form W-4 you gave your employer, you must file a new Form W-4 by this date to continue your exemption for another year.

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4	5	6	**7**	8	**9**	10
11	**12**	13	**14**	**15**	**16**	17
18	19	20	**21**	22	**23**	24
25	26	27	**28**	**29**		

All businesses. Give annual information statements to recipients of certain payments you made during 2023. You can use the appropriate version of Form 1099 or other information return. Form 1099 can be issued electronically with the consent of the recipient. This due date applies only to the following types of payments:

- All payments reported on Form 1099-B.
- All payments reported on Form 1099-S. Publication 509 (2024) Page 3.
- Substitute payments reported in box 8 or gross proceeds paid to an attorney reported in box 10 of Form 1099-MISC.

Friday, February 16
Semiweekly depositors deposit FICA and withheld income tax on wages paid on February 10–13.

Wednesday, February 21
Semiweekly depositors deposit FICA and withheld income tax on wages paid on February 14–16.

Friday, February 23
Semiweekly depositors deposit FICA and withheld income tax on wages paid on February 17–20.

Wednesday, February 28
Semiweekly depositors deposit FICA and withheld income tax on wages paid on February 21–23.

Thursday, February 29
All businesses. File information returns (for example, certain Forms 1099) for certain payments you made during 2023. These payments are described under All businesses under January 31, earlier. However, Form 1099-NEC reporting

nonemployee compensation must be filed by January 31. There are different forms for different types of payments. Use a separate Form 1096 to summarize and transmit the forms for each type of payment. See the General Instructions for Certain Information Returns for information on what payments are covered, how much the payment must be before a return is required, which form to use, and extensions of time to file.

If you file Forms 1097, 1098, 1099 (except a Form 1099-NEC reporting nonemployee compensation), 3921, 3922, or W-2G electronically, your due date for filing them with the IRS will be extended to April 1. The due date for giving the recipient these forms generally remains January 31.

Farmers and fishermen. File your 2023 income tax return (Form 1040 or Form 1040-SR) and pay any tax due. However, you have until April 15 to file if you paid your 2023 estimated tax by January 15, 2024.

To-do list

- ☐ Send reminders to individual clients who have not returned tax preparation packets or scheduled appointments.
- ☐ Remind Partnerships and S Corporations of March 15 return filing deadline.

Benefits of cloud native software

Revenue flow continues to shift from retail to e-commerce in the wider economy, affecting the expectations of both clients and employees. Firms can simultaneously meet these expectations and increase efficiency by adopting cloud native tax software; rather than centralizing operations at a single physical location, adopting remote work and cloud-based solutions are a "win-win" for all parties.

Client Service

Intuit's [2022 Taxpayer Insights & Intelligence Brief] revealed that 66% of taxpayers expect electronic signing, 70% prefer uploading documents to a single consolidated location, and 52% prefer all-digital communication with their tax professional. The usage of cloud software meets these expectations while streamlining onboarding and collaboration processes overall. Reduce wait times by proactively troubleshooting tech stack gaps, while creating templates for both onboarding and collaboration.

Staff Efficiency

An increasingly competitive job market makes it difficult for firms to retain tax professionals, especially in expensive urban centers; cloud–based operation initially results in a greatly broadened applicant pool. However, firms must lean on a clear set of values and goals to narrow down applicant lists. Companies should optimize their hiring process by creating a clear, engaging career webpage, offering competitive salaries, and implementing a robust interview process to identify the right hires.

Current employees experience greater flexibility and can benefit from underutilized capital in smaller cities: access to nature, shorter commute times, and lower cost of living. However, firms must diligently measure employee productivity and decide on which metrics are the most valuable. In general, the particulars of time scale—such as margin and length of time per task—must be considered before making staffing decisions.

Firm Expenses

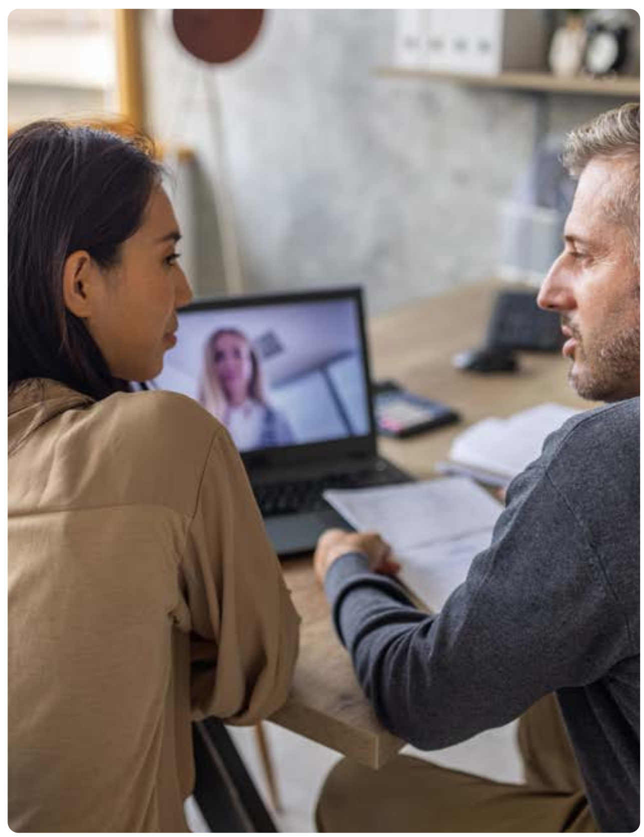
Rather than facilities maintenance, cloud-based firms usually pay more for IT, HR, off-site staff events, and accountability systems. While overall costs may or may not increase, firms should consider a fuller picture that involves product quality, efficiency, innovation, and customer service.

Cloud-Based Accounting Systems

Having a cloud-based accounting system, such as QuickBooks Online, allows a firm to manage employee users located in different locations throughout the world without the need to create a remote environment for a legacy desktop application. QuickBooks Online can easily be accessed anywhere there is an internet connection. For older desktop legacy accounting systems, the data is held on a local server where users must be physically present to access the server.

Cloud-Based Tax Software

Having a cloud-based tax software, such as Intuit's ProConnect Online, allows a firm to easily access and prepare tax returns anywhere they have internet. Intuit ProConnect seamlessly integrates with QuickBooks Online, making the business tax preparation more streamlined. For some preparers who are used to the legacy desktop tax software such as Lacerte or ProSeries, Intuit also offers hosted solutions where they can set up a virtual environment that can be accessed anywhere there is internet through a remote desktop connection.



March 2024

Key compliance dates

					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Friday, March 1
Semiweekly depositors deposit FICA and withheld income tax on wages paid on February 24–27.

Wednesday, March 6
Semiweekly depositors deposit FICA and withheld income tax on wages paid on February 28-March 1.

Friday, March 8
Semiweekly depositors deposit FICA and withheld income tax on wages paid on March 2–5.

Monday, March 11
Monthly depositors deposit FICA and withheld income tax for February.

Tipped employees who received $20 or more in tips during February report them to the employer on Form 4070.

Thursday, March 15
Semiweekly depositors deposit FICA and withheld income tax on wages paid on March 6-8.

Friday, March 16
Semiweekly depositors deposit FICA and withheld income tax on wages paid on March 9–12.

Partnerships. File a 2023 calendar year return (Form 1065). Provide each partner with a copy of their Schedule K-1 (Form 1065), Partner's Share of Income, Deductions, Credits, etc., or substitute Schedule K-1 (Form 1065) and, if applicable, Schedule K-2 (Form 1065) or substitute Schedule K-3 (Form 1065).

S corporations. File a 2023 calendar year income tax return (Form 1120-S) and pay any tax due. Provide each shareholder with a copy of their Schedule K-1 (Form 1120-S), Shareholder's Share of Income, Deductions, Credits, etc., or substitute Schedule K-1 (Form 1120-S) and, if applicable, Schedule K-3 (Form 1120-S) or substitute Schedule K-3 (Form 1120-S).

Partnerships. File a 2023 calendar year return (Form 1065). Provide each partner with a copy of their Schedule K-1 (Form 1065), Partner's Share of Income, Deductions, Credits, etc., or substitute Schedule K-1 (Form 1065), and, if applicable, Schedule K-3 (Form 1065), Partner's Share of Income, Deductions, Credits, etc.–International, or substitute Schedule K-3 (Form 1065). To request an automatic six-month extension of time to file the return, file Form 7004. Then, file the return and provide each partner with a copy of their final or amended (if required) Schedule K-1 (Form 1065) and, if applicable, Schedule K-3 (Form 1065) by September 16.

S corporations. File a 2023 calendar year income tax return (Form 1120-S) and pay any tax due. Provide each shareholder with a copy of their Schedule K-1 (Form 1120-S), Shareholder's Share of Income, Deductions, Credits, etc., or substitute Schedule K-1 (Form 1120-S), and, if applicable, Schedule K-3 (Form 1120-S), Shareholder's Share of Income, Deductions, Credits, etc.–International, or substitute Schedule K-3 (Form 1120-S).

To request an automatic six-month extension of time to file the return, file Form 7004 and deposit what you estimate you owe in tax. Then, file the return; pay any tax, interest, and penalties due; and provide each shareholder with a copy of their Schedule K-1 (Form 1120-S) and, if applicable, Schedule K-3 (Form 1120-S) by September 16.
S corporation election. File Form 2553 to elect to be treated as an S corporation beginning with calendar year 2024. If Form 2553 is filed late, S corporation treatment will begin with calendar year 2025.

Wednesday, March 20
Semiweekly depositors deposit FICA and withheld income tax on wages paid on March 13–15.

Friday, March 22
Semiweekly depositors deposit FICA and withheld income tax on wages paid on March 16–19.

Wednesday, March 27
Semiweekly depositors deposit FICA and withheld income tax on wages paid on March 20-22.

March 2024
Key compliance dates

Friday, March 29
Semiweekly depositors deposit FICA and withheld income tax on wages paid on March 23– 26.

To-do list

- ☐ File extensions for individuals who have not met deadline for return preparation.
- ☐ Remind individual clients of April 15 estimated tax payment.
- ☐ File extensions for S corporations or partnerships that will not meet the March 15 filing deadline.

What is a cost segregation, and how can it help my clients?

The acquisition and renovation of real estate—both commercial and residential—is often the largest expense of the average client. In this context, cost segregation is an often-overlooked path to financial relief that clients can benefit immensely from. Through maximizing deductions, a client can minimize their federal/state tax burden, freeing their money for re-investment elsewhere.

Who Can Benefit
Specifically, any client who has purchased or built investment real estate in the past 15 years can benefit from a cost segregation study. Long-term investors who want access to more funds will benefit the most; this is because benefits increase the longer a property is held (meaning more tax years to deduct).

Cost segregation requires a team of both engineering and financial experts. While studies are not free—usually costing $5,000 to $15,000 each—savings over time usually outstrip the one-time fee.

Tax preparers also can benefit as most cost segregation companies will offer a referral fee. Cost segregation companies rely on tax preparers as their "trusted advisor" and see the value in providing a referral fee for introductions and closed deals.

What Is It?
Cost segregation differentiates between the short-term and long-term aspects of a given property. For example, residential rental and commercial properties depreciate over the course of several decades: 27.5 years and 39 years respectively. This depreciation can be deducted against the owner's taxable income.

However, there are numerous elements—such as sidewalk, fencing, carpet, or plumbing—that depreciate much faster (over 5-15 years). These assets can qualify for bonus depreciation, which can provide some immediate expense in the year the assets are placed in service. Without cost segregation, these shorter-lived elements are written off with the same, longer schedule of the property as a whole. But a cost segregation study allows a client to identify parts of a property that depreciate faster, allowing for larger deductions on parts with faster depreciation.

A cost segregation study begins with a feasibility analysis; the team analyzes and categorizes parts of the property—like wiring, lights, flooring, renovations, and plumbing—evaluating if it is a good candidate. This is usually accompanied with a formal appraisal, as well as an in-person examination of closing documents signed on purchase, inspection records, property records, and blueprints. Any operating costs that can be depreciated over 5-15 years are then identified and outlined in a formal report and provided to the client and the tax advisor at closing.

When Should a Study be Conducted?
A cost segregation study can be conducted any time after you buy, build, or remodel a property. However, the best time is the same year of purchase/construction/remodeling—the highest savings occur in years when the most money is spent. However, a look-back study can also be conducted, catching up the difference between originally claimed depreciation and what you could have claimed if performed earlier. These deductions occur in a single year and the taxpayer will need to file a Form 3115, Application for Change in Accounting Method to catch up the depreciation in a current year.

What to Look for in a Cost Segregation Company
While rare, it's important to find a cost segregation company that will do audit support in case the IRS wants to delve deeper. Additionally, the cost segregation company should clearly provide a methodology for conducting their study and also be a reputable company. There are many "low cost" cost segregation companies that do not do their due diligence in substantiating client's depreciation deduction. At minimum, the cost segregation companies should be able to do a physical inspection and take pictures of the property so there is proper documentation for the report in case of an audit.

April 2024
Key compliance dates

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Monday, April 1
Electronic filing Forms 1098 and 1099. The due date for giving the recipient these forms generally remains January 31.

Electronic filing of Forms 1097, 1098, 1099, 3921, 3922, and W-2G. File Forms 1097, 1098, 1099 (except a Form 1099-NEC reporting nonemployee compensation), 3921, 3922, and W-2G with the IRS. This due date applies only if you file electronically. Otherwise, see All businesses under February 29, earlier.

The due date for giving the recipient these forms generally remains January 31.

For information about filing Forms 1097, 1098, 1099, 3921, 3922, and W-2G electronically, see Pub. 1220.

Wednesday, April 3
Semiweekly depositors deposit FICA and withheld income tax on wages paid on March 27–29.

Friday, April 5
Semiweekly depositors deposit FICA and withheld income tax on wages paid on March 30 – April 2.

Wednesday, April 10
Tipped employees who received $20 or more in tips during March report them to the employer on Form 4070.

Semiweekly depositors deposit FICA and withheld income tax on wages paid on April 3–5.

Friday, April 12
Semiweekly depositors deposit FICA and withheld income tax on wages paid on April 6–9.

Monday, April 15
Individuals. File 2023 returns (Form 1040 or Form 1040-SR) and pay any tax due; alternatively, file for an automatic six-month extension (Form 4868) and pay what you estimate you owe in tax to avoid penalties and interest.

Calendar-year C corporations. File 2023 returns on Form 1120; alternatively, file for an automatic six-month extension (Form 7004).

Corporations. File a 2023 calendar year income tax return (Form 1120) and pay any tax due. If you want an automatic six-month extension of time to file the return, file Form 7004 and deposit what you estimate you owe in taxes. Deposit the first installment of estimated income tax for 2024.

Fiduciary. File a 2023 calendar year income tax return (Form 1041) and pay any tax due. If you want an automatic 5 ½ month extension of time to file the return, file Form 7004 and deposit what you estimate you owe in taxes. Deposit the first installment of estimated income tax for 2024.

Individuals and calendar-year corporations pay first installment of 2024 estimated tax.

Monthly depositors deposit FICA and withheld income tax for March.

If you’re not paying your 2024 income tax through withholding (or won't pay in enough tax during the year that way), pay the first installment of your 2024 estimated tax. Use Form 1040-ES.

Social security, Medicare, and withheld income tax. If the monthly deposit rule applies, deposit the tax for payments made in March.

Household employers. If you paid cash wages of $2,600 or more in 2023 to a household employee, you must file Schedule H (Form 1040).

Wednesday, April 17
Semiweekly depositors deposit FICA and withheld income tax on wages paid on April 10–12.

Friday, April 19
Semiweekly depositors deposit FICA and withheld income tax on wages paid on April 13–16.

April 2024

Key compliance dates

Wednesday, April 24
Semiweekly depositors deposit FICA and withheld income tax on wages paid on April 17–19.

Friday, April 26
Semiweekly depositors deposit FICA and withheld income tax on wages paid on April 20–23.

Monday, April 30
Employers file Form 941 for the first quarter of 2024 (if tax for the quarter was deposited in full and on time, file by May 10). Employers deposit federal unemployment tax owed through March if more than $500.

To-do list

- ☐ File extensions for individual clients who will not meet April 15 filing deadline.
- ☐ Conduct reviews of clients' prior year returns to determine need for amended returns.
- ☐ File extensions for corporate clients that will not meet April 15 filing deadline.

Planning, people and processes–streamlining your firm to maximize results

Business capability and technology have both advanced more in the past two years than the past decade—a trend set in motion even before the COVID-19 pandemic.

For example, rapid growth of cognitive systems (automation, machine learning, and AI) now allows for a greater level of outsourcing than ever before. The blockchain allows for unprecedented levels of transparency and access through a cryptographically secure, append-only public ledger. And, largely due to the rapid implementation of Bluetooth and Wi-Fi in more appliances—from refrigerators to fitness trackers—the amount of endpoints is projected to grow from 12.2 billion in 2021 to 27 billion in 2025. Shared data is projected to increase sharply, as is the need for data security and privacy.

Further exacerbated by recent talent shortages, the old accounting mindset—one limited to traditional compliance and transactional thinking—is quickly being rendered obsolete and unsustainable. Former best practices are simply not enough to facilitate growth.

However, firms can maximize results by capitalizing on these trends, adapting in three main ways.

1. Today's leadership must be precise about their vision, plan, and timeline, adapting their strategy based on current business and technology trends. For example, due to the rapid growth of information-based technologies—and the sheer increase in consumer data—the Chief Information Officer's role has become more critical than ever. Rather than only focusing on strategy, today's CIO must now forecast future shifts while proactively adjusting the firm's vision. Not only is it important to have great leadership, it's also important to have employees who buy into the leadership. From managers to interns, human resources is the bread and butter for any firm. A firm who has great leadership but does not have the right people on board to implement the vision, plan, timeline and strategy, will suffer.

2. Because new technology allows for higher levels of integration, firms must intentionally build trust with their clients. Streamline employee workflow and customer experience through innovative technologies, optimizing time spent on both sides. These expectations should be communicated and marketed clearly. One of the major hurdles for firms implementing a new technology stack into their practice is the learning curve for the employees. As mentioned above, the integrations between a cloud-based trial balance software and a cloud-based tax software can have similar endpoints to connect with each other, but there are times where integration has its limitations, especially if those two software are not from the same vendor.

3. Firms must clearly identify both the stakes and stakeholders in project management. What happens if changes are not proactively implemented? Who is accountable for success? Are budgets both realistically drafted and carefully followed? How is success defined? What are desired outcomes and deliverables? Are procedures easy for staff to follow? Is the client portal easy enough for the clients to communicate? The optimization of training and data migration is crucial to modern project management—proactively terminate old technologies, while facilitating the smooth transition towards new ones. This is not an easy task as most accountants do not like change. But identifying the stakes and stakeholders in project management is important because it brings everyone together for a common goal.

Whenever a firm adds new planning, people, or processes, there is always a learning curve. From the perspective of a brand-new hire, that person will have to quickly learn how to use all software and properly follow all procedures in a short amount of time. They also must learn the procedures that the firm has created, which can be another hurdle. If you start implementing client portals, it's important to prepare your clients to understand how the portal works as well. But without proper planning, people, and processes, the work simply cannot get done. This is why it's important to have a clear plan for your organization, have great people carrying out the mission of the firm, and have the right processes in place to streamline success.

May 2023

Key compliance dates

Wednesday, May 1
Semiweekly depositors deposit FICA and withheld income tax on wages paid on April 24–26.

Friday, May 3
Semiweekly depositors deposit FICA and withheld income tax on wages paid on April 27–30.

Wednesday, May 8
Semiweekly depositors deposit FICA and withheld income tax on wages paid on May 1–3.

Friday, May 10
Tipped employees who received $20 or more in tips during April report them to the employer on Form 4070. Employers file Form 941 for the first quarter of 2024 if tax for the quarter was deposited in full and on time.

Semiweekly depositors deposit FICA and withheld income tax on wages paid on May 4–7.

Wednesday, May 15
Semiweekly depositors deposit FICA and withheld income tax on wages paid on May 9–11.

Monthly depositors deposit FICA and withheld income tax for April.

Social security, Medicare, and withheld income tax. If the monthly deposit rule applies, deposit the tax for payments made in April.

Friday, May 17
Semiweekly depositors deposit FICA and withheld income tax on wages paid on May 11–14.

Wednesday, May 22
Semiweekly depositors deposit FICA and withheld income tax on wages paid on May 15–17.

Friday, May 24
Semiweekly depositors deposit FICA and withheld income tax on wages paid on May 18–21.

Wednesday, May 29
Semiweekly depositors deposit FICA and withheld income tax on wages paid on May 22-24.

Friday, May 31
Semiweekly depositors deposit FICA and withheld income tax on wages paid on May 25-28.

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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

To-do list

- ☐ Conduct post-season review.
- ☐ Evaluate tax software.
- ☐ Remind individual clients of June 17 estimated tax payment.
- ☐ Alert clients who need to file amended returns.

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