

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

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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.