

tax + license due dates for 202__

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



Jan

Feb / Mar

Apr

May / Jun

Jul / Aug

Sep

Oct / Nov

Dec

15 Send EQ\$		15 Send EQ\$	6/15 Send EQ\$		15 Send EQ\$		31 Renew City License
31 Send 1099s		30 Report to Seattle					31 Order 1099s
		30 Report to King County					
		15 Report to WA DOR					
		15 File Taxes with IRS					

My Reward: _____



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

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page 2 tax + license cheat sheet

Action	Description	Where	Phone Support	What you will need	Due Dates
Send EQ\$	Send Estimated Quarterly Tax Payments to the IRS - usually 20-30% of your profit	irs.gov/payments	IRS-Personal Line 800.829.1040	Snail Mail: ___ Check + Form ___ 1040-ES OR Online: ___ debit or credit card, or bank info ___ Info - last year's tax return (to confirm identity)	Jan 15, Apr 15, Jun 15, Sep 15
Order 1099s	Order 1099-NEC OR decide to do online (tax1099.com or 1099online.com) - one form per Independent Contractor that you paid over \$600 last year ... for service	irs.gov	IRS - Business Line 800.829.4933	For Paper Forms: ___ Number of forms you will need	December
Send 1099s	Send 1099-NECs to both the IRS and Independent Contractors. You will need the recipient's name, address and EIN or SSN - usually, this is collected on a w-9 form.	your choice	IRS - Business Line 800-829-4933	___ W-9 form for each Independent Contractor ___ Total you paid them last year	January 31
Report to Seattle	For B&O Tax (business and occupation). You only pay tax IF you grossed over \$100K	Filelocal-wa.gov	City of Seattle 206.684.8484	___ Log-in and password Gross Sales two ways: ___ In Seattle + Outside of Seattle - if applicable ___ By category (service, retail, wholesaling, manufacturing) - if applicable ___ Payment method - if you owe any tax	April 30
Report to King County	For Property Tax, IF you have set up a New Business Account with the County. If the property your business owns is worth more than \$7500, you'll need to pay taxes	info.kingcounty.gov/assessor/eListing/login.aspx	King County Assessor 206.296.5126	___ Log-in and password ___ List of property and monetary values ___ Estimated monthly supply cost ___ Payment method - if you owe any tax	April 30
Report to WA DOR	For B&O Tax (business & occupation). And, if applicable, Use Tax, Retail Tax. Also referred to as Excise Tax or Combined Tax. You'll receive a small business tax credit ... so only pay B&O taxes if you grossed over about \$50K annually.	dor.wa.gov	WA DOR 360.705.6705	___ Log-in and password ___ Gross Sales by category (service, retail, wholesaling, manufacturing) ___ Payment method - if you owe any tax	April 15
File Taxes with IRS	File along with your personal taxes. All the business info will go on Schedule C (Profit or Loss Statement). You will be paying both income tax and self-employment tax.	Your choice: online, paper, or with a Tax Pro	IRS-Personal Line 800.829.1040	___ Gross Sales ___ 1099-NECs received - if any ___ Expenses by category ___ Mileage + car info - if claiming ___ Home Office Square Footage - if claiming ___ EQ\$ already sent in - amount/date - if any	April 15
Renew City License	Annual renewal required. IF you gross UNDER \$20K, it's usually \$56 + fees. If OVER \$20K, then \$114 + fees	Filelocal-wa.gov	City of Seattle 206.684.8484	___ Log-in and password ___ Payment method	December 31
Renew LLC / PLLC	Annual "renewal" is required - it's officially called making an Annual Report. Through the Secretary of State office. \$60.	ccfs.sos.wa.gov	Secretary of State 360.725.0377	___ Log-in and password ___ Payment method	Anniversary month of formation

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