

MONTHLY PAYROLL SCHEDULE - (JANUARY TO JUNE)

JANUARY

_____	15th	Pay previous month's Federal tax liability. (941)	
_____	25th	Pay previous month's VA withholding tax.	Postmark by 01/25
_____	31st	Complete Form W-2 and distribute to employees.	
_____	31st	Complete Form 1099 and distribute to subcontractors.	
_____	31st	Complete Form 940 (Federal Unemployment).] Must be Postmarked By 01/31
_____	31st	Complete Form 941 for 4th quarter.	
_____	31st	Complete VEC Form for 4th quarter.	
_____	31st	Pay 4th quarter FUTA tax (940).	

FEBRUARY

_____	15th	Pay previous month's Federal tax liability. (941)	
_____	25th	Pay previous month's VA withholding tax.	Postmark by 02/25
_____	28th	Complete Form VA-6 and mail with state copy of W-2s.] Must be Postmarked By 02/28
_____	28th	Complete Form W-2 along with W-3 to Social Security Admin.	
_____	28th	Mail Form 1099 along with 1096 to IRS.	

MARCH

_____	15th	Pay previous month's Federal tax liability. (941)	
_____	25th	Pay previous month's VA withholding tax.	Postmark by 03/25

APRIL

_____	15th	Pay previous month's Federal tax liability. (941)	
_____	25th	Pay previous month's VA withholding tax.	Postmark by 04/25
_____	30th	Complete Form 941 for 1st quarter.] Must be postmarked by 04/30
_____	30th	Complete VEC Form for 1st quarter.	
_____	30th	Pay 1st quarter FUTA tax (940).	

MAY

_____	15th	Pay previous month's Federal tax liability. (941)	
_____	25th	Pay previous month's VA withholding tax.	Postmark by 05/25

JUNE

_____	15th	Pay previous month's Federal tax liability. (941)	
_____	25th	Pay previous month's VA withholding tax.	Postmark by 06/25

MONTHLY PAYROLL SCHEDULE - (JULY TO DECEMBER)

JULY

_____	15th	Pay previous month's Federal tax liability. (941)	
_____	25th	Pay previous month's VA withholding tax.	Postmark by 07/25
_____	31st	Complete Form 941 for 2nd quarter.] Must be postmarked by 07/31
_____	31st	Complete VEC Form for 2nd quarter.	
_____	31st	Pay 2nd quarter FUTA tax (940).	

AUGUST

_____	15th	Pay previous month's Federal tax liability. (941)	
_____	25th	Pay previous month's VA withholding tax.	Postmark by 08/25

SEPTEMBER

_____	15th	Pay previous month's Federal tax liability. (941)	
_____	25th	Pay previous month's VA withholding tax.	Postmark by 09/25

OCTOBER

_____	15th	Pay previous month's Federal tax liability. (941)	
_____	25th	Pay previous month's VA withholding tax.	Postmark by 10/25
_____	31st	Complete Form 941 for 3rd quarter.] Must be postmarked by 10/31
_____	31st	Complete VEC Form for 3rd quarter.	
_____	31st	Pay 3rd quarter FUTA tax (940).	

NOVEMBER

_____	15th	Pay previous month's Federal tax liability. (941)	
_____	25th	Pay previous month's VA withholding tax.	Postmark by 11/25

DECEMBER

_____	15th	Pay previous month's Federal tax liability. (941)	
_____	25th	Pay previous month's VA withholding tax.	Postmark by 12/25



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