

Limited Liability Company Tax Schedules Checklist

Monthly Tax Schedule

If you have employees, and your payroll tax liability is over \$1000 monthly, you must make monthly tax payments using IRS Form 8109: *Federal Tax Deposit Coupon*

If required, file and pay any necessary state or local sales tax

Quarterly Tax Schedule

Pay any required estimated taxes using vouchers from IRS Form 1040-ES: *Estimated Tax for Individuals*

If you have employees, file IRS Form 941: *Employer's Quarterly Federal Tax Return* and make any required payments of FICA and withholding taxes

If you have employees and your unpaid FUTA tax liability is over \$100, make FUTA deposit using IRS Form 8109: *Federal Tax Deposit Coupon*

If required, file and pay any necessary state or local sales tax

Annual Tax Schedule

If you have employees, prepare IRS Form W-2: *Wage and Tax Statement* for each employee and provide to employees by January 31; and file IRS Form W-3: *Transmittal of Wage and Tax Statements* and copies of all W-2 Forms with IRS by January 31

If you have paid any independent contractors over \$600 annually, prepare IRS Form 1099-MISC: *Miscellaneous Income* and provide to recipient by January 31; and file IRS Form 1096: *Annual Summary and Transmittal of U.S. Information Returns* and copies of all 1099 Forms with IRS by January 31

Make required unemployment tax payment and file IRS Form 940 or 940-EZ: *Employer's Annual Federal Unemployment (FUTA) Tax Return*

File IRS Form 1040-SS: *U.S. Self-Employment Tax Return* with your annual IRS Form 1040: *U.S. Individual Income Tax Return*

File IRS Form 1065: *U.S. Return of Partnership Income* and Schedule K-1 (Form 1065): *Partner's Share of Income, Credits, Deductions, etc.* (treatment as a partnership)

File IRS Form 1120: *U.S. Corporation Income Tax Return* (treatment as a corporation)

File IRS Schedule C (Form 1040): *Profit or Loss From Business (Sole Proprietorship)* and IRS Form 1040: *U.S. Individual Income Tax Return* (treatment as a sole proprietorship)

If you are required, file and pay any necessary state or local sales, income, or unemployment taxes