

# Employee/Payee Tax Reports and Payments for Calendar Year \_\_\_\_\_

Form Number & Title	Get Form	File report w/	Due Date	Date Completed												
				Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
<b>941 Deposit</b> Federal Tax Deposit	Online at <a href="http://www.eftps.gov">www.eftps.gov</a>	Federal IRS online at <a href="http://www.eftps.gov">www.eftps.gov</a>	15th of the month following previous month													
<b>IL-501 Deposit</b> State Tax Deposit	Online at <a href="http://mytax.illinois.gov">mytax.illinois.gov</a>	Illinois Dept of Revenue online at <a href="http://mytax.illinois.gov">mytax.illinois.gov</a>	15th of the month following previous month													
<b>Form 941</b> Employer's Qrtrly Fed Tax Return	Download from IRS	Federal IRS - (if sending no \$) @ Department of Treasury Internal Revenue Service Cincinnati, OH 45999-0005	30th of the month following End of Quarter													
<b>Form UI-3/40</b> Employer Contribution & Wage	Online at <a href="http://mytax.illinois.gov">mytax.illinois.gov</a>	IL Dept of Employment Security online at <a href="http://mytax.illinois.gov">mytax.illinois.gov</a>	30th of the month following End of Quarter													
<b>Form IL-941</b> State W/holding Tax Reconciliation	Online at <a href="http://mytax.illinois.gov">mytax.illinois.gov</a>	Illinois Dept of Revenue online at <a href="http://mytax.illinois.gov">mytax.illinois.gov</a>	30th of the month following End of Quarter													
<b>Form W-2</b> Wage and Tax Statement	order free from IRS	Employee - Copies B, C & 2	Jan. 31 following EOY													
		SSA - Copy A with W3	Jan. 31 following EOY													
<b>Form W-3</b> Transmit. of Wage & Tax Stmt	order free from IRS	SSA online or mail to: Social Security Administration Direct Operations Center Wilkes-Barre, PA 18769-0001	January 31st following end of year													
<b>Form 1099G</b> Certain Government Payments	order free from IRS	Payee - Copy B	Jan. 31 following EOY													
		Fed IRS - Copy A with 1096	Feb. 28 following EOY													
<b>Form 1099MISC</b> Miscellaneous Payments	order free from IRS	Payee - Copy B	Jan. 31 following EOY													
		Fed IRS - Copy A with 1096	Feb. 28 following EOY													
<b>Form 1099NEC</b> Non-employee Compensation Pay	order free from IRS	Payee - Copy B	Jan. 31 following EOY													
		Fed IRS - Copy A with 1096	Feb. 28 following EOY													
<b>Form 1099S</b> Proceeds from Real Estate Trans	order free from IRS	Payee - Copy B	Jan. 31 following EOY													
		Fed IRS - Copy A with 1096	Feb. 28 following EOY													
<b>Form 1096</b> Transmit. of 1099 Payment Info	order free from IRS	Federal IRS @ Internal Revenue Service Center PO Box 219256 Kansas City, MO 64121-9256	February 28th following end of year													