# Payroll ☑ List

## January

| | | |
|---|---|---|
| --- | *941 Payments for January | ☐ |
| 15 | WT-6 Payment for December 16-31 | ☐ |
| 31 | WT-6 Payment for January 1-15 | ☐ |
| 31 | Form UC-101 for 4th Quarter | ☐ |
| 31 | Form 941 for 4th Quarter | ☐ |
| 31 | Form 940 for Prior Year | ☐ |
| 31 | Deposit 4th Quarter Federal Unemployment If Over $500 | ☐ |
| 31 | W-2's to Employees | ☐ |
| 31 | Form WT-7 and Copy of W-2's to State | ☐ |

## February

| | | |
|---|---|---|
| --- | *941 Payments for February | ☐ |
| 15 | WT-6 Payment for January 16-31 | ☐ |
| 28 | WT-6 Payment for February 1-15 | ☐ |
| 28 | Form W-3 and Copy of W-2's to Federal Government | ☐ |
| | If e-filing W-3 and W-2's, Due Date is 3/31 | |

## March

| | | |
|---|---|---|
| --- | *941 Payments for March | ☐ |
| 15 | WT-6 Payment for February 16-28 | ☐ |
| 31 | WT-6 Payment for March 1-15 | ☐ |

## April

| | | |
|---|---|---|
| --- | *941 Payments for April | ☐ |
| 15 | WT-6 Payment for March 16-31 | ☐ |
| 30 | WT-6 Payment for April 1-15 | ☐ |
| 30 | Form UC-101 for 1st Quarter | ☐ |
| 30 | Form 941 for 1st Quarter | ☐ |
| 30 | Deposit 1st Quarter Federal Unemployment If Over $500 | ☐ |

## May

| | | |
|---|---|---|
| --- | *941 Payments for May | ☐ |
| 15 | WT-6 Payment for April 16-30 | ☐ |
| 31 | WT-6 Payment for May 1-15 | ☐ |

## June

| | | |
|---|---|---|
| --- | *941 Payments for June | ☐ |
| 15 | WT-6 Payment for May 16-31 | ☐ |
| 30 | WT-6 Payment for June 1-15 | ☐ |

## July

| | | |
|---|---|---|
| --- | *941 Payments for July | ☐ |
| 15 | WT-6 Payment for June 16-30 | ☐ |
| 31 | WT-6 Payment for July 1-15 | ☐ |
| 31 | Form UC-101 for 2nd Quarter | ☐ |
| 31 | Form 941 for 2nd Quarter | ☐ |
| 31 | Deposit 2nd Quarter Federal Unemployment If Over $500 | ☐ |

## August

| | | |
|---|---|---|
| --- | *941 Payments for August | ☐ |
| 15 | WT-6 Payment for July 16-31 | ☐ |
| 31 | WT-6 Payment for August 1-15 | ☐ |

## September

| | | |
|---|---|---|
| --- | *941 Payments for September | ☐ |
| 15 | WT-6 Payment for August 16-31 | ☐ |
| 30 | WT-6 Payment for September 1-15 | ☐ |

## October

| | | |
|---|---|---|
| --- | *941 Payments for October | ☐ |
| 15 | WT-6 Payment for September 16-30 | ☐ |
| 31 | WT-6 Payment for October 1-15 | ☐ |
| 31 | Form UC-101 for 3rd Quarter | ☐ |
| 31 | Form 941 for 3rd Quarter | ☐ |
| 31 | Deposit 3rd Quarter Federal Unemployment If Over $500 | ☐ |

## November

| | | |
|---|---|---|
| --- | *941 Payments for November | ☐ |
| 15 | WT-6 Payment for October 16-31 | ☐ |
| 30 | WT-6 Payment for November 1-15 | ☐ |

## December

| | | |
|---|---|---|
| --- | *941 Payments for December | ☐ |
| 15 | WT-6 Payment for November 16-30 | ☐ |
| 31 | WT-6 Payment for December 1-15 | ☐ |
| 31 | Calculate Lookback Period | ☐ |

WT-6 is Wisconsin Withholding
941 is Federal w/h, SS w/h, SS match, Med w/h, Med match
UC-101 is Wisconsin Unemployment (Employer Tax)
940 is Federal Unemployment (Employer Tax)

Hawkins Ash CPAs assumes no responsibility for any withholdings, penalities, and/or interest associated with noncompliance of timely payroll deposits. If Hawkins Ash CPAs performing these activities on your behalf, information is required prior to the dates listed.

* 941 taxes from payrolls dated Wed., Thur., or Fri. must be deposited on or before the following Wed.
  941 taxes from payrolls dated Sat., Sun., Mon., or Tue. must be deposited on or before the following Fri.

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