



PAYROLL CHECKLIST

Every employer no matter how small must file certain payroll forms. Once you have registered your business with the required taxing authorities, you will receive preprinted payroll forms. If you do not have these preprinted forms, you can get blank forms from the taxing authorities or, in some cases, download them from the internet.

Monthly

941 Federal Tax Deposit Coupon (Form 8909-B) Due by the 15th of each month, deposit at your bank the payroll tax liability from the previous month. Example: July's monthly tax liability is due by the 15th of August.

Quarterly

Form 941 Employer's Quarterly Federal Tax Return Due on the last day of the month following the end of the quarter. Example: Form 941 for the 3rd quarter (July through September) is due by October 31st. You should have little or no payment due with Form 941 since tax liability payments are deposited monthly.

Form DR 1094 Colorado Department of Revenue Income Withholding Tax Return Due on the last day of the month following the end of the quarter. Include your state withholding with Form DR 1094.

Form UITR-1 Colorado Unemployment Insurance Tax Report Due on the last day of the month following the end of the quarter. Include your state unemployment tax liability with Form UITR-1.

940 Federal Tax Deposit Coupon (Form 8109-B) If your federal unemployment tax liability for the quarter is \$100 or more, deposit your liability with Form 8109-B at your bank by the last day of the month following the end of the quarter.

Annually

Form 940 (or 940 EZ) Employer's Annual Federal Unemployment (FUTA) Tax Return is due by January 31st for the previous year. Pay any portion of your federal unemployment tax liability not already deposited with Form 940.

Form W-2 Give your employees their copies of W-2's by January 31st. Mail Copy A with Form W-3 Transmittal to the Social Security Administration by February 28th.

Form 1099-MISC Send to any individual or non-corporate business you pay more than \$600 per year for services performed as an independent contractor. See Publication 15A for a discussion on the differences between an employee and an independent contractor. Form 1099-MISC is due to the recipient by January 31st. Mail Form 1099-MISC and Form 1096 Transmittal to the IRS by February 28th.

DR 1093 Colorado Transmittal of State W-2's and 1099's Due to the state by the 28th of February.

Note: Total wages on Forms 941 for all 4 quarters should equal total wages on W-2's.