501 Reporting Calendar

501 REPORTING CALENDAR

Policy:

All parishes and Archdiocesan, ACS, parish, and Interparish/Regional schools must comply with the following calendar of Federal and State tax-reporting requirements:

Procedure:

By January 31st:

•Furnish employees and independent contractors with form W-2 or 1099.

•File 941 & deposit any un-deposited federal payroll withholdings

•File MW506 & deposit any un-deposited state payroll withholdings

•File Parish Quarterly Report with the Archdiocese

By January 31st:

•File forms W-2 & W-3 if filing in paper format.

Note: Do not file these before January 31 as changes can be made up to this date to correct errors.

•File forms 1099 & 1096 if in paper format.

•File forms MW 508.

By January 31st:

•File forms W-2 and 1099 if filing electronically

By February 15th:

- Request new W-4 and MW-507 from employees if changes have occurred

By April 15th:

- File Maryland Form 1

By April 30th:

- File 941 & deposit any un-deposited federal payroll withholdings
- File MW506 & deposit any un-deposited state payroll withholdings
- File Parish Quarterly Financial Report.

By July 31st:

- File 941 & deposit any un-deposited federal payroll withholdings
- File MW506 & deposit any un-deposited state payroll withholdings

By August 15th:

- File Parish Annual Financial Report.
- File School Annual Financial Report.

By September 30th:

- File Parish Annual Consolidated Report.

By October 31st:

- File 941 & deposit any un-deposited federal payroll withholdings
- File MW506 & deposit any un-deposited state payroll withholdings
- File Parish Quarterly Financial Report.

By December 1st:

- Remind employees to submit a new Form W-4 if their withholding allowances have changed or will change in the next year.