



# {YEAR} JANUARY – DECEMBER To Do CHECKLIST

## JANUARY

DATE	DONE	ACTION
1	X	• Write Check to <b>{NAME}</b> for Annual Donation
1	X	• Start Compiling Tax Documentation for <b>{BUSINESS NAME}</b>
1	X	• Start Compiling Tax Documentation for <b>{PERSONAL}</b>
1	X	• Start Compiling Tax Documentation for <b>{NAME OF TRUST}</b>
1	X	• Detail Business Action Steps

## FEBRUARY

DATE	DONE	ACTION
		•
		•
		•

## MARCH

DATE	DONE	ACTION
1		• Submit Tax Documentation to <b>{ACCOUNTANT NAME}</b>
		•
		•

## APRIL

DATE	DONE	ACTION
1		• Pick Up Taxes from <b>{ACCOUNTANT NAME}</b>
15		• Estimated Taxes for Federal Due <ul style="list-style-type: none"> <li>○ Fill out payment voucher</li> <li>○ Write check from <b>{BANK ACCOUNT NAME}</b></li> <li>○ Make copy of check and voucher</li> <li>○ Put copy in Estimated Tax folder</li> </ul>
15		• Estimated Taxes for State Due <ul style="list-style-type: none"> <li>○ Fill out payment voucher</li> <li>○ Write check from <b>{BANK ACCOUNT NAME}</b></li> <li>○ Make copy of check and voucher</li> <li>○ Put copy in Estimated Tax folder</li> </ul>

## MAY

DATE	DONE	ACTION
1		• Get License Sticker. Expires May 31.
		•
		•



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## JUNE

DATE	DONE	ACTION
15		<ul style="list-style-type: none"> <li>• Estimated Taxes for Federal Due               <ul style="list-style-type: none"> <li>○ Fill out payment voucher</li> <li>○ Write check from <b>{BANK ACCOUNT NAME}</b></li> <li>○ Make copy of check and voucher</li> <li>○ Put copy in Estimated Tax folder</li> </ul> </li> </ul>
15		<ul style="list-style-type: none"> <li>• Estimated Taxes for State Due               <ul style="list-style-type: none"> <li>○ Fill out payment voucher</li> <li>○ Write check from <b>{BANK ACCOUNT NAME}</b></li> <li>○ Make copy of check and voucher</li> <li>○ Put copy in Estimated Tax folder</li> </ul> </li> </ul>

## JULY

DATE	DONE	ACTION
2		<ul style="list-style-type: none"> <li>• <b>{INSURANCE NAME}</b> Auto Policy Due               <ul style="list-style-type: none"> <li>○ Pay bill from <b>{BANK ACCOUNT NAME}</b></li> <li>○ No copy needed</li> </ul> </li> </ul>
		•
		•

## AUGUST

DATE	DONE	ACTION
1		<ul style="list-style-type: none"> <li>• <b>{INSURANCE NAME}</b> Homeowners Renters Policy Due               <ul style="list-style-type: none"> <li>○ Pay bill out of <b>{BANK ACCOUNT NAME}</b></li> <li>○ No copy needed</li> </ul> </li> </ul>
		•
		•

## SEPTEMBER

DATE	DONE	ACTION
11		<ul style="list-style-type: none"> <li>• Payment to Secretary of State for Renewal (~\$XXX)</li> </ul>
15		<ul style="list-style-type: none"> <li>• Estimated Taxes for Federal Due               <ul style="list-style-type: none"> <li>○ Fill out payment voucher</li> <li>○ Write check from <b>{BANK ACCOUNT NAME}</b></li> <li>○ Make copy of check and voucher</li> <li>○ Put copy in Estimated Tax folder</li> </ul> </li> </ul>
15		<ul style="list-style-type: none"> <li>• Estimated Taxes for State Due               <ul style="list-style-type: none"> <li>○ Fill out payment voucher</li> <li>○ Write check from <b>{BANK ACCOUNT NAME}</b></li> <li>○ Make copy of check and voucher</li> <li>○ Put copy in Estimated Tax folder</li> </ul> </li> </ul>



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## OCTOBER

DATE	DONE	ACTION
		•
		•
		•

## NOVEMBER

DATE	DONE	ACTION
		•
		•
		•

## DECEMBER

DATE	DONE	ACTION
28		<ul style="list-style-type: none"> <li>• Estimated Taxes for Federal Due (<i>due 1/15 but pay now, so it goes in this year's taxes</i>)               <ul style="list-style-type: none"> <li>○ Fill out payment voucher</li> <li>○ Write check from <b>{BANK ACCOUNT NAME}</b></li> <li>○ Make copy of check and voucher</li> <li>○ Put copy in Estimated Tax folder</li> </ul> </li> </ul>
28		<ul style="list-style-type: none"> <li>• Estimated taxes for State Due (<i>due 1/15 but pay now, so it goes in this year's taxes</i>)               <ul style="list-style-type: none"> <li>○ Fill out payment voucher</li> <li>○ Write check from <b>{BANK ACCOUNT NAME}</b></li> <li>○ Make copy of check and voucher</li> <li>○ Put copy in Estimated Tax folder</li> </ul> </li> </ul>