



For Your Employees

DUE BY:

- JAN 31 Send out employee W-2 forms
- FEB 1 File W-2 forms
- FEB 1 File FUTA Form 940
- JAN 31 File and pay SUTA
- JAN 31 File last year quarterly federal income tax

For Your Contractors

DUE BY:

- Request any W-9 forms needed
- Enter W-9 info into QuickBooks
- JAN 31 Send 1099 forms to contractors
- FEB 1 File your 1099-NEC
- MAR 1 or 1099-MISC (electronically)

*dates are for 2020 filings