

Payroll Tax Calendar & Checklist

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Monthly Deadlines

If you're a monthly depositor (reported \$50,000 or less in payroll taxes during the lookback period):

Deadline	Action	✓
January 15	Deposit December payroll taxes (FICA + withholding)	<input type="checkbox"/>
February 15	Deposit January payroll taxes	<input type="checkbox"/>
March 15	Deposit February payroll taxes	<input type="checkbox"/>
April 15	Deposit March payroll taxes	<input type="checkbox"/>
May 15	Deposit April payroll taxes	<input type="checkbox"/>
June 15	Deposit May payroll taxes	<input type="checkbox"/>
July 15	Deposit June payroll taxes	<input type="checkbox"/>
August 15	Deposit July payroll taxes	<input type="checkbox"/>
September 15	Deposit August payroll taxes	<input type="checkbox"/>
October 15	Deposit September payroll taxes	<input type="checkbox"/>
November 15	Deposit October payroll taxes	<input type="checkbox"/>
December 15	Deposit November payroll taxes	<input type="checkbox"/>

Deposit method: EFTPS.gov (Electronic Federal Tax Payment System)

If the 15th falls on a weekend/holiday: Next business day

Quarterly Deadlines

Q1 (January – March)

Deadline	Action	✓
April 30	File Form 941 (Q1 federal payroll tax return)	<input type="checkbox"/>
April 30	Deposit FUTA tax (if liability > \$500)	<input type="checkbox"/>
April 30	File state quarterly wage report	<input type="checkbox"/>
April 30	File state unemployment tax return	<input type="checkbox"/>

Q2 (April – June)

Deadline	Action	✓
July 31	File Form 941 (Q2)	<input type="checkbox"/>
July 31	Deposit FUTA tax (if liability > \$500)	<input type="checkbox"/>
July 31	File state quarterly wage report	<input type="checkbox"/>
July 31	File state unemployment tax return	<input type="checkbox"/>

Q3 (July – September)

Deadline	Action	✓
October 31	File Form 941 (Q3)	<input type="checkbox"/>
October 31	Deposit FUTA tax (if liability > \$500)	<input type="checkbox"/>
October 31	File state quarterly wage report	<input type="checkbox"/>
October 31	File state unemployment tax return	<input type="checkbox"/>

Q4 (October – December)

Deadline	Action	✓
January 31	File Form 941 (Q4)	<input type="checkbox"/>
January 31	Deposit FUTA tax (if liability > \$500)	<input type="checkbox"/>
January 31	File state quarterly wage report	<input type="checkbox"/>

January 31	File state unemployment tax return	<input type="checkbox"/>
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Annual Deadlines

Deadline	Action	✓
January 31	Distribute Form W-2 to all employees	<input type="checkbox"/>
January 31	File Form W-2 + W-3 with SSA	<input type="checkbox"/>
January 31	File Form 940 (annual FUTA return)	<input type="checkbox"/>
January 31	Distribute Form 1099-NEC to contractors (if applicable)	<input type="checkbox"/>
January 31	File Form 1099-NEC with IRS (if applicable)	<input type="checkbox"/>
February 28	File Form 1096 (transmittal, if paper filing)	<input type="checkbox"/>

New Hire Checklist

Complete for every new W-2 employee:

Task	✓
Collect completed Form W-4 (federal withholding)	<input type="checkbox"/>
Collect completed state withholding form (if applicable)	<input type="checkbox"/>
Complete Form I-9 (employment eligibility — within 3 days of start)	<input type="checkbox"/>
Verify I-9 documents (List A, or List B + List C)	<input type="checkbox"/>
Report new hire to state new hire reporting agency (within 20 days)	<input type="checkbox"/>
Add employee to payroll system	<input type="checkbox"/>
Set up direct deposit (collect bank info or voided check)	<input type="checkbox"/>
Enroll in benefits (if applicable — health, retirement, etc.)	<input type="checkbox"/>
Provide required state/federal workplace posters	<input type="checkbox"/>

Deposit Schedule Quick Reference

Am I a Monthly or Semi-Weekly Depositor?

Lookback period: The 12-month period ending June 30 of the prior year.

- If total taxes reported on Forms 941 (lines 7 and 10) during the lookback period were **\$50,000 or less** → **Monthly depositor**
- If over **\$50,000** → **Semi-weekly depositor**
- New employers (first year) → **Monthly depositor**

Semi-Weekly Deposit Schedule

Payday Falls On	Deposit Due By
Wednesday	Following Wednesday
Thursday	Following Wednesday
Friday	Following Wednesday
Saturday	Following Friday
Sunday	Following Friday
Monday	Following Friday
Tuesday	Following Friday

The \$100,000 Rule

If you accumulate \$100,000 or more in payroll tax liability on any day:

- Deposit by the **next business day**
- You become a semi-weekly depositor for the rest of the calendar year AND the following year

FICA Quick Reference

Tax	Employee Rate	Employer Rate	Wage Base
Social Security	6.2%	6.2%	\$168,600 (2025)
Medicare	1.45%	1.45%	No limit
Additional Medicare	0.9% (over \$200K)	0%	N/A

Total FICA	7.65%	7.65%	
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FUTA Quick Reference

Item	Amount
Gross rate	6.0%
State credit	(5.4%)
Effective rate	0.6%
Wage base	\$7,000 per employee
Max per employee	\$42/year

Penalty Quick Reference

Situation	Penalty
Deposit 1-5 days late	2% of unpaid amount
Deposit 6-15 days late	5%
Deposit 16+ days late	10%
10+ days after first IRS notice	15%
Form 941 filed late	5%/month, up to 25%
W-2 filed late (within 30 days)	\$60/form
W-2 filed late (by Aug 1)	\$130/form
W-2 filed late (after Aug 1)	\$330/form
Trust Fund Recovery Penalty	100% of trust fund taxes — personal liability

State-Specific Notes

Record your state-specific deadlines and requirements here:

State: _____

- SUI wage base: \$ _____
- SUI rate: _____ %
- State income tax withholding: Yes No
- State disability insurance: Yes No
- Quarterly wage report due: _____
- Other state taxes: _____

State 2 (if multi-state): _____

- SUI wage base: \$ _____
- SUI rate: _____ %
- Quarterly wage report due: _____

For the full guide, read: [Payroll Taxes Explained](#)

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