

Annual Compliance Calendar (2026)

Instructions: This calendar covers major federal deadlines and common state/local deadlines. Customize it by adding your specific state filing dates, local license renewals, and industry-specific requirements. Set reminders 30 days before each deadline.

Your State(s): _____

Entity Type: _____

of Employees: _____

January

Deadline	Requirement	Applies To	Filed?
Jan 15	Q4 estimated tax payment (federal + state)	All businesses with estimated tax liability	<input type="checkbox"/>
Jan 31	W-2s to employees	Employers	<input type="checkbox"/>
Jan 31	W-3 transmittal to SSA	Employers	<input type="checkbox"/>
Jan 31	1099-NEC to contractors and IRS	Businesses paying contractors \$600+	<input type="checkbox"/>
Jan 31	Form 940 (annual FUTA tax)	Employers	<input type="checkbox"/>
Jan 31	Form 941 (Q4 payroll tax)	Employers	<input type="checkbox"/>
Jan 31	State Q4 unemployment wage report	Employers (check your state's deadline)	<input type="checkbox"/>
Jan 31	1099-MISC, 1099-INT, 1099-DIV to recipients	If applicable	<input type="checkbox"/>

State/Local:

_____ Due: ___/___

_____ Due: ___/___

February

Deadline	Requirement	Applies To	Filed?
Feb 1	Post OSHA 300A Summary in workplace	Employers with 10+ employees	<input type="checkbox"/>
Feb 28	Form 1094-C / 1095-C to IRS (paper)	ALEs (50+ FTE employees)	<input type="checkbox"/>
Feb 28	1099-MISC, 1099-INT, 1099-DIV to IRS (paper)	If applicable	<input type="checkbox"/>

State/Local:

_____ Due: ___/___

_____ Due: ___/___

March

Deadline	Requirement	Applies To	Filed?
Mar 2	OSHA electronic injury reporting (if required)	Employers meeting thresholds	<input type="checkbox"/>
Mar 3	Form 1095-C to employees	ALEs (50+ FTE employees)	<input type="checkbox"/>
Mar 15	Form 1065 (partnership/multi-member LLC return)	Partnerships	<input type="checkbox"/>
Mar 15	Form 1120-S (S corporation return)	S Corporations	<input type="checkbox"/>
Mar 15	K-1s to partners/shareholders	Partnerships and S Corps	<input type="checkbox"/>
Mar 31	Form 1094-C / 1095-C to IRS (electronic)	ALEs (50+ FTE employees)	<input type="checkbox"/>
Mar 31	1099s to IRS (electronic)	If applicable	<input type="checkbox"/>

State/Local:

State income tax return (partnerships/S Corps — check state): Due: ___/___

_____ Due: ___/___

April

Deadline	Requirement	Applies To	Filed?
Apr 15	Form 1040 + Schedule C (sole proprietors)	Sole proprietors, single-member LLCs	<input type="checkbox"/>
Apr 15	Form 1120 (C corporation return)	C Corporations	<input type="checkbox"/>
Apr 15	Q1 estimated tax payment (federal + state)	All businesses with estimated tax liability	<input type="checkbox"/>
Apr 30	Form 941 (Q1 payroll tax)	Employers	<input type="checkbox"/>
Apr 30	Remove OSHA 300A Summary from workplace	Employers with 10+ employees	<input type="checkbox"/>
Apr 30	State Q1 unemployment wage report	Employers (check your state's deadline)	<input type="checkbox"/>

State/Local:

State individual income tax return: Due: ___/___ (most states match April 15)

Annual business license renewal (if April): Due: ___/___

_____ Due: ___/___

May

Deadline	Requirement	Applies To	Filed?
May 15	Tax-exempt organization return (Form 990)	501(c)(3) and other tax-exempt orgs	<input type="checkbox"/>

State/Local:

_____ Due: ___/___

_____ Due: ___/___

Recurring this month:

- Review Q1 financials — are estimated taxes on track?
- Workers' comp audit (if annual, often requested in spring)

June

Deadline	Requirement	Applies To	Filed?
Jun 15	Q2 estimated tax payment (federal + state)	All businesses with estimated tax liability	<input type="checkbox"/>
Jun 15	Delaware franchise tax annual report (for corps)	Delaware corporations	<input type="checkbox"/>

State/Local:

- _____ Due: ___/___
- _____ Due: ___/___

Recurring this month:

- Mid-year compliance review — anything new from your state legislature?
- Review insurance coverage — changes in operations, employees, revenue?

July

Deadline	Requirement	Applies To	Filed?
Jul 31	Form 941 (Q2 payroll tax)	Employers	<input type="checkbox"/>
Jul 31	State Q2 unemployment wage report	Employers (check your state's deadline)	<input type="checkbox"/>
Jul 31	Form 5500 (benefit plan annual return)	Employers with retirement/benefit plans	<input type="checkbox"/>

State/Local:

- _____ Due: ___/___

_____ Due: ___/___

August

Deadline	Requirement	Applies To	Filed?
Aug —	No major federal deadlines this month		

State/Local:

_____ Due: ___/___

Recurring this month:

- Back-to-school / Q3 planning — seasonal businesses ramp up
- Review payroll: any employees crossing overtime or ACA thresholds?

September

Deadline	Requirement	Applies To	Filed?
Sep 15	Q3 estimated tax payment (federal + state)	All businesses with estimated tax liability	<input type="checkbox"/>
Sep 15	Extended Form 1065 (partnership return)	Partnerships that filed extensions	<input type="checkbox"/>
Sep 15	Extended Form 1120-S (S corp return)	S Corps that filed extensions	<input type="checkbox"/>

State/Local:

_____ Due: ___/___

_____ Due: ___/___

October

Deadline	Requirement	Applies To	Filed?
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Oct 15	Extended Form 1040 + Schedule C	Sole proprietors that filed extensions	<input type="checkbox"/>
Oct 15	Extended Form 1120 (C corp return)	C Corps that filed extensions	<input type="checkbox"/>
Oct 31	Form 941 (Q3 payroll tax)	Employers	<input type="checkbox"/>
Oct 31	State Q3 unemployment wage report	Employers (check your state's deadline)	<input type="checkbox"/>

State/Local:

_____ Due: ___/___

Recurring this month:

- Open enrollment planning for employee benefits (if applicable)
- Start year-end tax planning with your CPA

November

Deadline	Requirement	Applies To	Filed?
Nov —	No major federal deadlines this month		

State/Local:

_____ Due: ___/___

Recurring this month:

- Review all business licenses and permits — which expire in the next 90 days?
- Professional license renewals (check your profession's schedule)
- Year-end tax moves: equipment purchases (Section 179), retirement contributions, prepaying expenses

December

Deadline	Requirement	Applies To	Filed?
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Dec 31	Section 179 equipment purchases must be in service	Businesses buying equipment for tax deduction	<input type="checkbox"/>
Dec 31	Retirement plan contributions (employer, some types)	Businesses with retirement plans	<input type="checkbox"/>
Dec 31	Review and update employee handbook	All employers (recommended)	<input type="checkbox"/>

State/Local:

- Annual business license renewal (if calendar year): Due: ___/___
- _____ Due: ___/___

Recurring this month:

- Confirm all W-9s are on file for 1099 recipients
- Verify employee info for W-2 preparation
- Review payroll: final pay period, bonus payments, year-end adjustments
- Confirm insurance renewals for upcoming year
- Back up all financial records for the year

Quarterly Recurring Tasks

Complete these every quarter (March, June, September, December):

- Reconcile all bank accounts
 - Review accounts receivable — collect outstanding invoices
 - Review accounts payable — take advantage of early payment discounts
 - Update cash flow projections
 - Review sales tax obligations (especially if you've expanded to new states)
 - Review contractor payments — anyone approaching the \$600 threshold?
 - Update BOI report if beneficial ownership has changed
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___/___			<input type="checkbox"/>
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