



SOLVING  
the  
TAX PUZZLE  
TOGETHER

THE IRS TAX CALENDAR 2009

for  
SMALL BUSINESSES  
& SELF-EMPLOYED

# SOLVING the TAX PUZZLE TOGETHER

2009 IRS TAX CALENDAR *for* SMALL BUSINESSES & SELF-EMPLOYED

**Welcome!** This calendar is packed with useful information on **General business taxes • Internal Revenue Service and Social Security Administration customer assistance • electronic filing and paying options • retirement plans • business publications and forms • common tax filing dates • federal legal holidays. Look for some brain teasers too!**

Each page highlights a different tax issue that may be relevant to your business. You may find it helpful to read through the entire calendar, then refer back to pages that pertain to you. **Don't miss the tear-out Hints & Help Guide at the end of this calendar.** You'll find room on each month to add your notes, such as state tax dates or appointments.

This calendar is also available in Spanish (Publication 1518SP) and online. And now you can download the tax calendar dates into Microsoft Outlook and access the calendar via electronic organizers and other hand-held devices. Get it all at [www.irs.gov](http://www.irs.gov), search words: tax calendar.

**So sharpen your pencil, find those clues and start solving!**

## Watch "Tax Talk Today" to Stay Current on IRS News

**Tax Talk Today** is a free IRS-sponsored program, broadcast on the Web, on current tax issues and policies. The program can be viewed in three ways: live Internet broadcast, archived Internet broadcast, or VHS tape. The one-hour shows air at 2 p.m. (ET) on:  
January 13    March 10    May 12

Go to [www.irs.gov](http://www.irs.gov) and search: Tax Talk Today to find out more.

## 2009 IRS Nationwide Tax Forums

**IRS Nationwide Tax Forums** offer three days of seminars with the latest word from IRS leaders and experts in tax law, compliance and ethics. Tax professionals can earn up to 18 continuing professional education credits, learn about the latest IRS e-services products and schedule a visit to the Practitioner Case Resolution Room. The forums also feature a two-day expo with products, services and expertise from the IRS, business, finance and tax software companies. For the 2009 Tax Forum schedule, go to [www.irs.gov](http://www.irs.gov), keywords: tax forums.

Get warmed up! Find these words in the puzzle below. They may read forward, backward, diagonally or up and down. Stuck? We won't let you down—see "The Perfect Solution" at the back of the calendar.

BUSINESS	FILING	FORMS	INCOME	TAXES	EMPLOYEES
WORKPLACE	DEPOSIT	EXPENSES	WAGES	OWNER	RETIREMENT

The Daily Paper  
April 15, 2009  
Word Search  
Theme: Tax Time!

USA Eraser

RETIREMENT

# DID YOU KNOW... The Economic Stimulus Act of 2008 contains two tax provisions that benefit businesses

## Section 179 Expensing

In general, section 179 provides that, instead of depreciating property, a business with a sufficiently small amount of annual property purchases may choose to expense the cost of the property. Beginning in 2008, the Act increased the section 179 expensing limit, allowing more property to be currently expensed. The Act:

- increased the maximum section 179 expense deduction to \$250,000 for qualified section 179 property placed in service in tax years that begin in 2008. The previous limit was \$128,000.
- increased the total amount of qualifying property a taxpayer may purchase before the section 179 expensing limit begins to be reduced. Under the new law, the \$250,000 deduction amount is

reduced only when a business acquires more than \$800,000 of qualifying property. The previous maximum was \$510,000.

- The new law does not alter the section 179 expense limit for sport utility vehicles, which remains at \$25,000.

## Special Depreciation Allowance

- The Economic Stimulus Act also provided a 50 percent special depreciation allowance for property acquired and placed in service during 2008. Under the new law, a taxpayer is entitled to depreciate 50 percent of the adjusted basis (after subtracting any section 179 deduction taken on that property) of qualified property during the year it is placed in service.

- The types of property that qualify for the 50 percent special depreciation allowance are: section 168 property with a recovery period of 20 years or less, off-the-shelf computer software, water utility property, and qualified leasehold improvement property.

- To qualify for the 50 percent special depreciation allowance, a taxpayer must meet all of the following tests:

- The taxpayer must have acquired the property after Dec. 31, 2007, and before Jan. 1, 2009.
- The property must be placed in service before Jan. 1, 2009 (before Jan. 1, 2010, for certain transportation property and certain property with a long production period).
- The original use of the property must begin with the taxpayer after Dec. 31, 2007.

- Prior to the enactment of the Economic Stimulus Act, the total depreciation amount (including the section 179 deduction) a business could deduct for a passenger automobile was \$2,960. The Act increased this limitation by \$8,000, so the maximum limit is increased to \$10,960 for automobiles for which the special bonus depreciation allowance is claimed.

- Before the Act, the total depreciation amount (including the section 179 deduction) a business could deduct for a truck or van used in a business and first placed in service in 2008 was \$3,160. The Act increased this limitation by \$8,000. The new maximum limit is increased to \$11,160 for trucks and vans for which the special bonus depreciation is claimed.

## 2009 at-a-glance

JANUARY						
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# SETTING UP

## Basic business moves

### Choosing a Tax Professional

With your new responsibilities, you may need assistance with your taxes and decide to hire a professional tax preparer — someone with experience preparing tax returns for businesses similar to yours. Enrolled agents, tax attorneys, and certified public accountants have training and expertise in federal taxes. When selecting a tax professional, ask a few questions to see if she offers what you are looking for:

- **Experience:** Does the tax professional have experience in working with similar size and type businesses? Is he familiar with your particular line of business?
- **Services:** Does the tax professional offer electronic filing—the safest and most efficient way to file your return?
- **Price:** What does the tax professional charge for services? If the IRS examines your return, what is her policy on assisting you?
- **References:** Ask for a list of clients you can contact.

### Do You Need an Employer Identification Number?

You will need an EIN if you answer “yes” to any of the following questions.

1. Do you have employees?
2. Do you operate your business as a corporation or partnership?
3. Do you file any of these tax returns: employment, excise, or alcohol, tobacco and firearms?
4. Do you withhold taxes on income, other than wages, paid to a non-resident alien?
5. Do you have a Keogh plan?
6. Are you involved with any of the following types of organizations?
  - a. Trusts (except certain grantor-owned revocable trusts, IRAs, Exempt Organization Business Income Tax Returns)
  - b. Estates
  - c. Real estate mortgage investment conduits
  - d. Non-profit organizations
  - e. Farmers’ cooperatives
  - f. Employee plans

If you do need an EIN, apply via:

- [www.IRS.gov](http://www.IRS.gov), search words: online EIN
- EIN toll-free at (800) 829-4933
- Fax a completed Form SS-4 to the FAX number in the SS-4 instructions
- Mail a completed Form SS-4 to the address in the SS-4 instructions

### Choosing a Business Structure

Your type of business determines which income tax form(s) you have to file. Common business structures are sole proprietorship, partnership, corporation, S corporation, and limited liability company (LLC). Legal and tax considerations enter into selecting a business structure:

- **Sole proprietor** – an individual who owns an unincorporated business by himself or herself.
- **Partnership** – a relationship where two or more persons join together to carry on a trade or business. Each person contributes money, property, labor, or skill, and expects to share in the profits and losses of the business.
- **Corporation** – a relationship where prospective shareholders exchange money, property, or both, for the corporation’s capital stock. Profits are taxed to the corporation when earned and then taxed to the shareholders when distributed as dividends.
- **S corporation** – a corporation, meeting certain criteria, that elects to be treated as an S corporation. Generally an S corporation is exempt from income tax; the shareholders report the S corporation’s income, deductions, loss, and credits on their individual tax returns.
- **Limited Liability Corporation (LLC)** – an entity — statutorily authorized in certain states—that is characterized by limited liability for debts similar to that of a corporation, management by members or managers, and pass-through taxation similar to that of a partnership.



# JANUARY 2009

DECEMBER														FEBRUARY						
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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 <b>New Year's Day</b> Stop advance credit of the Earned Income Credit for any employee not submitting a new Form W-5.	2	3
4	5	6	7 Deposit Payroll tax for payments on Jan 1-2 if the semiweekly deposit rule applies.	8	9 Deposit Payroll tax for payments on Jan 3-6 if the semiweekly deposit rule applies.	10
11	12 <b>Employers:</b> Employees are required to report to you tips of \$20 or more earned during December 2008.	13 <b>Watch Tax Talk Today, 2 p.m. ET</b>	14 Deposit Payroll tax for payments on Jan 7-9 if the semiweekly deposit rule applies.	15 <b>Individuals:</b> Pay the final installment of your 2008 estimated tax. Use Form 1040-ES. <b>Farmers and fishermen:</b> Pay your estimated tax for 2008. Use Form 1040-ES. <b>Employers:</b> Deposit Payroll tax for Dec 2008 if the monthly deposit rule applies.	16 Deposit Payroll tax for payments on Jan 10-13 if the semiweekly deposit rule applies.	17
18	19 <b>Martin Luther King Jr.'s Birthday</b>	20 <b>Inauguration Day</b>	21	22	23 Deposit Payroll tax for payments on Jan 14-20 if the semiweekly deposit rule applies.	24
25	26	27	28 Deposit Payroll tax for payments on Jan 21-23 if the semiweekly deposit rule applies.	29	30 Deposit Payroll tax for payments on Jan 24-27 if the semiweekly deposit rule applies.	31

WORDS OF WISDOM...

*"Taxes, after all, are dues that we pay for the privileges of membership in an organized society."* **FRANKLIN D. ROOSEVELT**



# FIND THE BEST FIT

## Accounting methods and periods

### Choosing an Accounting Method

#### CASH VS. ACCRUAL

Every business taxpayer is required to have an accounting method to report income and expenses. The two most commonly used methods are cash and accrual. You select the method when you file your first tax return. Once you choose your accounting method, you must follow it consistently. Generally, you may not change your method of accounting unless you obtain permission from the IRS.

#### CASH METHOD

Due to its simplicity, the cash method is a popular choice for small businesses. To determine gross income, add up the cash, checks, and fair market value of property and services you receive during the year. If you receive a check on December 28 but decide not to negotiate it until the following year, you must still count the check as income in the current year.

Business expenses are usually deducted in the year they are paid. For example, you order office supplies in October 2008 and they arrive in December. You send a check to pay for them in January 2009. Under the cash method, you should claim that business expense deduction on your 2009 tax return because that is the year

you paid for the supplies. Certain businesses cannot use the cash method. In addition, special rules apply for the accounting of inventory.

#### ACCRUAL METHOD

With the accrual method, income is reported in the year in which all events that fix the right to receive it have occurred, and the amount can be determined with reasonable accuracy, even if income was received in a different year.

For example, the accrual method calls for income to be reported when a service is performed. It doesn't matter that the customer doesn't pay until the following year. Similarly, you deduct business expenses in the year the liability arises, regardless of when they are actually paid.

Using the office supply example, under the accrual method, you may deduct the business expenses for supplies on your 2008 tax return,

the year you ordered the supplies and they were delivered, even though you sent a check to pay for them in January 2009.

See Publication 538, *Accounting Periods and Methods*.

### Choosing a Tax Year

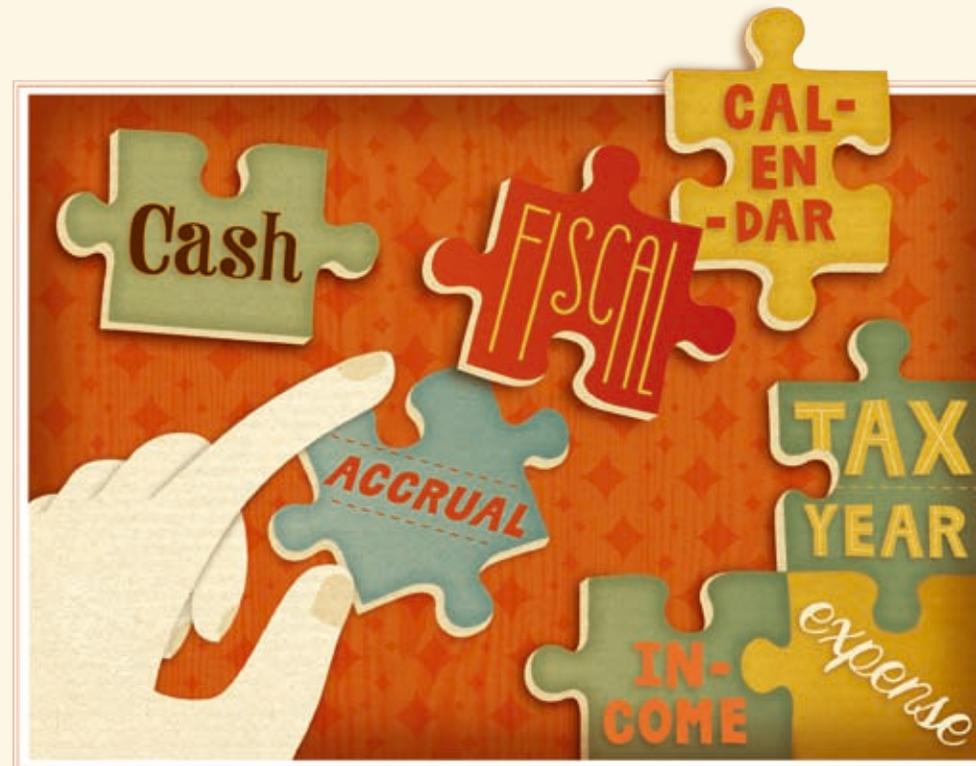
#### CALENDAR VS. FISCAL

Each taxpayer must figure taxable income on the basis of an annual accounting period for keeping records and reporting income and expenses. Two choices are available:

- **Calendar year** - runs from January 1 through December 31 and generally may be adopted by anyone. In some instances, a calendar year is required.
- **Fiscal year** - runs for 12 consecutive months ending on the last day of any month except December.

The selected tax year must be used on your first tax return and for all subsequent returns unless you get IRS approval to change. You can request a change to your tax year by filing Form 1128, *Application to Adopt, Change, or Retain a Tax Year*.

See Publication 538, *Accounting Periods and Methods*.



JANUARY

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MARCH

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# FEBRUARY 2009

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 Furnish Forms 1098, 1099 and W-2G to recipients for certain payments made during 2008, and Form W-2 to employees who worked for you during 2008. Deposit FUTA tax owed through Dec if \$500 or less. File 2008 Form 940, Form 941, Form 943, or Form 944 if you did not deposit all taxes when due. <b>Certain small employers:</b> File Form 720 for the 4th quarter of 2008. File Form 730 and pay the tax on wagers accepted during Dec 2008. File Form 2290 and pay the tax on vehicles first used in Dec 2008.		4 Deposit Payroll tax for payments on Jan 28-30 if the semiweekly deposit rule applies.	5	6 Deposit Payroll tax for payments on Jan 31-Feb 3 if the semiweekly deposit rule applies.	7
8	9	10 File Forms 940, 941, 943, 944, and/or 945 if you timely deposited all required payments. <b>Employers:</b> Employees are required to report to you tips of \$20 or more earned during January.	11 Deposit Payroll tax for payments on Feb 4-6 if the semiweekly deposit rule applies.	12	13 Deposit Payroll tax for payments on Feb 7-10 if the semiweekly deposit rule applies.	14
15 File a new W-4 if you claimed exemption from withholding in 2008.	16 <b>Washington's Birthday</b> <b>Employers:</b> Begin withholding on employees that claimed exemption from withholding in 2008 but did not file a W-4 to continue withholding exemption in 2009.	17 <b>Employers:</b> Deposit Payroll tax for January if the monthly deposit rule applies.	18	19 Deposit Payroll tax for payments on Feb 11-13 if the semiweekly deposit rule applies.	20 Deposit Payroll tax for payments on Feb 14-17 if the semiweekly deposit rule applies.	21
22	23	24	25 Deposit Payroll tax for payments on Feb 18-20 if the semiweekly deposit rule applies.	26	27 Deposit Payroll tax for payments on Feb 21-24 if the semiweekly deposit rule applies.	28
<p>HELP US HELP YOU...</p> <p>...AND OTHER SMALL BUSINESSES. PLEASE GIVE US YOUR FEEDBACK SO WE CAN CONTINUE TO IMPROVE THIS CALENDAR.</p> <p><a href="http://216.12.134.241/rateourproducts/survey_calendar.aspx">http://216.12.134.241/rateourproducts/survey_calendar.aspx</a></p>						



# READY, SET, RETIRE!

## IRA, SEP, SIMPLE, and 401(k) Plans

Whether retirement days are near or far, you should be up-to-date on the types of retirement plans available to you and your employees. The plans you will hear most about are IRA, SEP, SIMPLE, and 401(k). In addition to providing for your retirement, they may offer significant tax benefits today.

## Individual Retirement Arrangement

IRAs are plans that let you set aside money for your retirement. Banks, financial institutions, mutual funds, and stockbrokers are among those who offer IRA accounts.

### TRADITIONAL IRA

To contribute to a traditional IRA, you must be under age 70½ at the end of the tax year and have taxable compensation greater than or equal to your contribution during the year. Contributions may be tax deductible in full or in part, depending on your circumstances. The amounts earned by your IRA contributions are usually not taxed until you withdraw the money. Generally, you can't withdraw money from your IRA before you turn age 59½ without paying income taxes and a 10 percent additional tax.

### ROTH IRA

Regardless of your age, you may be able to set up a Roth IRA. You can't deduct your contributions, but if certain requirements are met, earnings will be tax free.

Self-employed people can participate in the following three plans even if their spouses are covered by a plan:

### SIMPLIFIED EMPLOYEE PENSION

The SEP was specifically designed for small employers and has very few administrative burdens or costs. Employer contributions are made directly to IRAs that the employer sets up for the employees. For additional information, see Publication 4333, *SEP Retirement Plans for Small Businesses*.

### SAVINGS INCENTIVE MATCH PLAN FOR EMPLOYEES

Generally, employers can set up a SIMPLE plan if they have 100 or fewer employees and meet several other requirements. A SIMPLE plan is an arrangement under which an employer makes contributions to employees' SIMPLE retirement account. Additionally, employees can make salary reduction contributions. The two types of SIMPLE plans are the SIMPLE IRA and SIMPLE 401(k) plans. For additional information, see Publication 4334, *SIMPLE IRA Plans for Small Businesses*.

### 401(K) PLANS

401(k) plans are the most popular type of retirement plan used today. They can be a powerful tool in promoting financial security in retirement for employees and are a valuable option for businesses considering a retirement plan. Employees may defer a portion of their salary as either a pre-tax or after-tax contribution. As with IRAs, there are different kinds of 401(k) plans. Depending on the type, the employer can make either non-elective or matching employer contributions. For additional information, see Publication 4222, *401(k) Plans for Small Businesses*.

For assistance in determining what type of plan might be best for you and your small business, see Publication 3998, *Choosing a Retirement Plan for Your Small Business*.

## Think "Check-up" Now

Help your retirement plan thrive by taking a "Check-Up" featuring a checklist of some of the basic requirements for operating your plan. Just go to the Tax Information for Retirement Plans Community page and click on "Plan Sponsor/Employer," then "Retirement Plan FAQs, FYIs, Tips and Tools" and select "Retirement Plan Check-Ups."

See Publication 590, *Individual Retirement Arrangements (IRAs) (Including Roth IRAs and Education IRAs)*, and Publication 560, *Retirement Plans for Small Business (SEP, SIMPLE, and Qualified Plans)*.



# MARCH 2009

FEBRUARY							APRIL						
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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 File the following forms for 2008 as applicable—1098, 1099, and/or W-2G for certain payments made during 2008. File Form W-3 with Copy A of all Forms W-2 you issued in 2008. File Form 730 and pay the tax on wagers accepted during January. File Form 2290 and the tax for vehicles first used in January. File Form 8027/Form 8027-T if you are a large food or beverage establishment. <b>Farmers and fishermen:</b> File Form 1040 and pay any tax due.		4 Deposit Payroll tax for payments on Feb 25-27 if the semiweekly deposit rule applies.	5	6 Deposit Payroll tax for payments on Feb 28-Mar 3 if the semiweekly deposit rule applies.	7
8	9	10 <b>Watch Tax Talk Today, 2 p.m. ET</b> <b>Employers:</b> Employees are required to report to you tips of \$20 or more earned during February.	11 Deposit Payroll tax for payments on Mar 4-6 if the semiweekly deposit rule applies.	12	13 Deposit Payroll tax for payments on Mar 7-10 if the semiweekly deposit rule applies.	14
15 Deadline to return excess 2008 401(k) amounts to highly compensated employees.	16 Deposit payroll tax for February if the monthly deposit rule applies. <b>Corporations:</b> File 2008 forms as required: Form 1120 or 1120A calendar year income tax return. File Form 7004 (Automatic Extension) and deposit estimated tax. <b>S Corporations:</b> File Form 1120S, 2008 calendar year income tax return. Provide shareholders a copy of Sch. K-1. <b>S Corporation elections:</b> File Form 2553 for S Corporation status in calendar year 2009. <b>Electing Large Partnerships:</b> Provide Form Sch. K-1, 1065-B to each partner. <b>Employers:</b> Deposit payroll tax for February if the monthly deposit rule applies.		18 Deposit Payroll tax for payments on Mar 11-13 if the semiweekly deposit rule applies.	19	20 Deposit Payroll tax for payments on Mar 14-17 if the semiweekly deposit rule applies.	21
22	23	24	25 Deposit Payroll tax for payments on Mar 18-20 if the semiweekly deposit rule applies.	26	27 Deposit Payroll tax for payments on Mar 21-24 if the semiweekly deposit rule applies.	28
29	30	31 Electronic filing of Forms W-2, W-2G, 1098, 1099, and 8027. File Form 730 and pay the tax on wagers accepted during February. File Form 2290 and the tax for vehicles first used in February.				



WORDS OF WISDOM...

*"If you would be wealthy, think of saving as well as getting."* BENJAMIN FRANKLIN (1706-1790)

# CALCULATING MOVES...

## Figuring travel and auto expense

### CAR EXPENSES

To take a business deduction for the use of your car, you must determine what percentage of the vehicle was used for business. If the vehicle is used solely for personal use such as commuting to and from work, no deduction is allowed.

Deductible car expenses can include the cost of 1) traveling from one workplace to another, 2) making business trips to visit customers or attend business meetings away from your regular workplace, and 3) traveling to temporary workplaces.

To claim the deduction, keep complete and accurate mileage records for each business use of your car. If you are unable to produce a clear record, the IRS may disallow the deduction. Two methods are available for claiming business car expenses:

**Actual Expenses:** Add your entire car operating expenses for the year, including gas, oil, tires, repairs, license fees, lease payments, registration fees, garage rental, insurance, and depreciation. Multiply the car operating expenses by the percentage of business usage to arrive at your deductible expense. Business-related parking and road tolls are fully deductible expenses that do not have to be reduced by the percentage of business usage.

**Standard Mileage Rate:** The 2009 standard mileage rates for the use of a car (including vans, pickups, or panel trucks) can be found on IRS.gov, search: standard mileage rate.

### TRAVEL EXPENSES

Travel expenses are "ordinary and necessary" expenses incurred while traveling away from home for the primary purpose of business. Keep all receipts and relevant documentation to substantiate where you went, why you went, how long you stayed and how much you spent. If your travel includes both business and personal travel, keep records showing how much is related to business:

**Lodging receipts:** These should show the travel location, duration of your stay, costs, and expenses incurred. Keep records for cleaning and laundry, telephone charges, tips, and other charges not shown separately.

**Transportation receipts:** These include airplane, train or bus ticket stubs, travel agency receipts, rental car or taxi receipts, etc., showing the amounts, dates and destinations.

**Meal receipts:** Generally, you must keep a log of your meal expenses and save receipts for amounts of \$75 or more. If you do not want to keep track of the actual costs of your meals, you may qualify to use the standard meal



allowance. Whether you use the standard meal allowance or actual expenses, you may only claim a deduction for 50 percent of the unreimbursed cost of your meals while you are traveling.

See Publication 463, *Travel, Entertainment, Gift, and Car Expenses*, and Publication 535, *Business Expenses*.

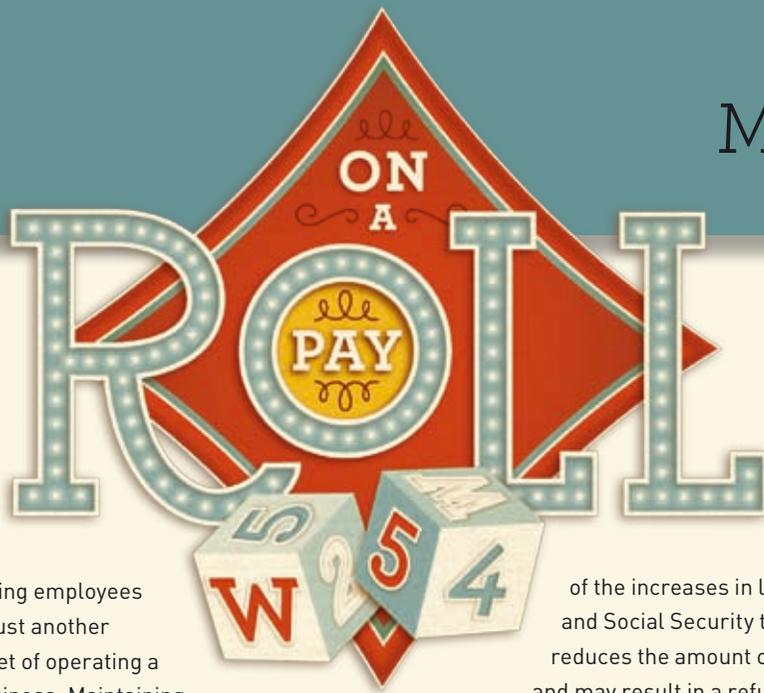
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# APRIL 2009

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 Initial minimum required distribution from IRAs and retirement plans for participants who turned 70½ in 2008. Deposit Payroll tax for payments on Mar 25-27 if the semiweekly deposit rule applies.	2	3 Deposit Payroll tax for payments on Mar 28-31 if the semiweekly deposit rule applies.	4
5	6	7	8 Deposit Payroll tax for payments on Apr 1-3 if the semiweekly deposit rule applies.	9	10 <b>Employers:</b> Employees are required to report to you tips of \$20 or more earned during March. Deposit Payroll tax for payments on Apr 4-7 if the semiweekly deposit rule applies.	11
12	13	14	15 Deposit Payroll tax for March if the monthly deposit rule applies. Deposit Payroll tax for payments on Apr 8-10 if the semiweekly deposit rule applies. File applicable 2008 return: <b>Individuals:</b> Form 1040, 1040A, or 1040EZ. Pay the first installment of 2009 estimated tax. <b>Partnerships:</b> Form 1065 for 2008; give a copy of Sch. K-1 to each partner. <b>Electing Large Partnerships:</b> File a 2008 calendar year return. <b>For Household Employers:</b> File Schedule H if you paid \$1,500 or more to a household employee. Deadline to make corrective refunds in excess of prior year's elective deferral limit. <b>Corporations:</b> Deposit the first installment of your estimated tax for 2009. <b>District of Columbia Emancipation Day (4/16)</b>		17	18
19	20 Deposit Payroll tax for payments on Apr 11-14 if the semiweekly deposit rule applies.	21	22 Deposit Payroll tax for payments on Apr 15-17 if the semiweekly deposit rule applies.	23	24 Deposit Payroll tax for payments on Apr 18-21 if the semiweekly deposit rule applies.	25
26	27	28	29 Deposit Payroll tax for payments on Apr 22-24 if the semiweekly deposit rule applies.	30 File Form 941 for the 1st quarter of 2009. File Form 720 for the 1st quarter of 2009. File Form 730 and pay the tax on wagers accepted during March. File Form 2290 and pay the tax on vehicles first used in March. Deposit FUTA tax owed through March if more than \$500.		
<p>HELP US HELP YOU...</p> <p>...AND OTHER SMALL BUSINESSES. PLEASE GIVE US YOUR  <b>FEEDBACK SO WE CAN CONTINUE TO IMPROVE THIS CALENDAR.</b>  <a href="http://216.12.134.241/rateourproducts/survey_calendar.aspx">http://216.12.134.241/rateourproducts/survey_calendar.aspx</a></p>						

# MAINTAINING GOOD RECORDS



Hiring employees is just another facet of operating a business. Maintaining good payroll records is critical for the benefit of both you and your employees.

## **FORM W-4, EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE**

Ask each new employee to complete and return Form W-4 showing filing status and withholding allowances. Verify the Social Security number with the employee's Social Security card. If a new employee fails to complete and return Form W-4, withhold income tax as if he is single with no withholding allowances. In addition, the employer is also required to withhold Social Security and Medicare taxes.

## **FORM W-5, EARNED INCOME CREDIT ADVANCE PAYMENT CERTIFICATE**

The earned income credit for low-income taxpayers allows eligible employees to be paid part of the credit in advance. The earned income credit is a refundable credit for certain qualified workers. It is intended to offset some

of the increases in living expenses and Social Security taxes. This credit reduces the amount of tax owed, if any, and may result in a refund to the taxpayer.

Eligible employees who want advance payments must complete Form W-5 and submit it to their employers.

## **RECORDS**

Keep detailed employment tax records. See Publication 15 Circular E, *Employer's Tax Guide*, for more information.

## **TIPS**

Tip income from customers is taxable. Employees must report cash tips to you by the 10th of the month after the month the tips were received. If tip income is below a threshold amount, no withholding will be required. See Publication 531, *Reporting Tip Income*, for more details.

## **WITHHOLDING**

Keep track of withheld federal income tax, Social Security and Medicare taxes, state and local taxes, and the net amount paid to each employee (including advance earned income credit payments) during the year.

## **Important Employer Tax Forms**

### ■ **Form W-2, Wage and Tax Statement**

This is the annual statement you give to employees showing their earnings and withholdings for the year. Generally, you must provide the statement by January 31 of the following year. Copy A of Form W-2 is due to the Social Security Administration on the last day of February, although electronic filers have until the last day of March.

### ■ **Form 940, Employer's Annual Federal Unemployment (FUTA) Tax Return**

Generally, federal unemployment tax is computed on the first \$7,000 of each employee's earnings. If the FUTA tax liability is more than \$500, you must make quarterly deposits. Always keep a copy of the filed tax return.

### ■ **Form 941, Employer's Quarterly Federal Tax Return**

This is your quarterly report of wages paid, tip income received by the employee, income tax withheld, Social Security and Medicare taxes and tips, and advanced earned income credit paid to the employee. Make a copy for your records.

### ■ **Form 944, Employer's Annual Federal Tax Return**

In place of Form 941, this is an annual report of wages for employers whose total annual liability for income tax withheld, Social Security, and Medicare taxes is \$1,000 or less. The IRS will notify you if you qualify to file Form 944. Make a copy for your records.

### ■ **Form 1099-MISC, Miscellaneous Income**

Sometimes, you will contract to have work done. When this occurs, use Form 1099-MISC to report certain payments. A Form 1099-MISC

is required when \$600 or more is paid to an individual during the year.

## **Riddle Me This: Family or Employee?**

One of the advantages of operating your own business is hiring family members. However, the employment tax requirements for family employees may vary from those that apply to other employees. Here are some issues to consider when operating a family business.

## **HOW CAN SPOUSES EARN SOCIAL SECURITY BENEFITS?**

**As an employee** – A spouse can earn Social Security benefits in one of two ways. He or she could be an employee if an employer/employee relationship exists (an employee is under the direction and control of the employer). If such a relationship exists, then the spouse, as an employee, is subject to income tax and FICA (Social Security and Medicare) withholding. There is no liability for FUTA tax. For more information, see Publication 15, Circular E, *Employer's Tax Guide*.

**As a business partner** – However, if the spouse has an equal say in the affairs of the business, provides substantially equal services to the business, and contributes capital to the business, then a partnership exists (even if there is no formal partnership agreement) and the business's income should be reported on either Form 1065, *U.S. Return of Partnership Income*, or two Schedule Cs, one for each spouse with their respective income and expenses.

# MAY 2009

APRIL							JUNE							
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26	27	28	29	30			28	29	30					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 Deposit Payroll tax for payments on Apr 25-28 if the semiweekly deposit rule applies.	2
3	4	5	6 Deposit Payroll tax for payments on Apr 29-May 1 if the semiweekly deposit rule applies.	7	8 Deposit Payroll tax for payments on May 2-5 if the semiweekly deposit rule applies.	9
10	11 <b>Employers:</b> Employees are required to report to you tips of \$20 or more earned during April. File Form 941 if you timely deposited all required payments.	12 <b>Watch Tax Talk Today, 2 p.m. ET</b>	13 Deposit Payroll tax for payments on May 6-8 if the semiweekly deposit rule applies.	14	15 Deposit Payroll tax for April if the monthly deposit rule applies. Deposit Payroll tax for payments on May 9-12 if the semiweekly deposit rule applies.	16
17	18	19	20 Deposit Payroll tax for payments on May 13-15 if the semiweekly deposit rule applies.	21	22 Deposit Payroll tax for payments on May 16-19 if the semiweekly deposit rule applies.	23
24	25 <b>Memorial Day</b>	26	27	28 Payroll tax for payments on May 20-22 if the semiweekly deposit rule applies.	29 Deposit Payroll tax for payments on May 23-26 if the semiweekly deposit rule applies.	30
31	<p><b>WORDS OF WISDOM...</b></p> <p><i>"I am thankful for the taxes I pay because it means that I'm employed"</i> <b>NANCIE J. CARMODY</b></p>					



# A WINNING PAIR

## RECEIPTS AND RECORDS

So what's the best way to keep records?

Simple: use any recordkeeping system that clearly and accurately reflects your income and expenses. Keep in mind your tax records must support all the income, tax deductions, and credits listed on your tax return. Be sure to separate your business and personal receipts and your taxable and nontaxable income.

Also, if you transfer some of your personal funds into your business account as a "loan" to the business, make a record of the transaction to avoid mistakenly including the money in your taxable business income.

### EXPENSES

Record your expenses when you pay or incur them, depending on your method of accounting. It's easy to forget last year's expenses when you're filling out this year's return. Don't overlook deductions for which you qualify.

### ASSETS

Your business assets are the property and equipment you own and use for your business. Keep a complete and detailed record of such assets, showing when you acquired them, how

much you paid for them and how the assets are used in your business. This record will allow you to depreciate your assets properly and report the correct gain or loss when you dispose of them.

See Publication 583, *Starting a Business and Keeping Records*.

### Take Stock of Your Possessions

Over time, business equipment ages, deteriorates, or becomes obsolete. You can regain a portion of your cost for certain property by taking depreciation deductions. To claim depreciation, the property must be used in your business or income-producing activity, must have a determinable useful life of more than one year, and must be property you own. The depreciation deduction begins when you place the property in use as a business asset and ends when you retire it from service. Additionally, depreciation will stop when the entire asset cost has been recovered.

The kind of property affects how a depreciation deduction is claimed. Property falls into two categories:

**Tangible property** can be seen or touched, such as buildings, cars, machinery or equipment. If you own tangible property that you use for both personal and business purposes, you may take deductions based only on the business use portion of the property. Certain

types of property may never be depreciated. For example, you may not depreciate the cost of land because it does not wear out or become obsolete. The cost of inventory does not qualify for the depreciation deduction either, because it will be accounted for as part of Cost of Goods Sold deduction.

**Intangible property** is generally any property that can't be seen or touched, such as copyrights, franchises and patents. Certain types of intangible property cannot be depreciated but must be amortized instead.

**To see if you can claim depreciation deductions**, refer to Form 4562, *Depreciation and Amortization*, and its instructions. You may be able to deduct all or part of the cost of certain qualifying property used in your business in the year you placed it in service by claiming a section 179 deduction, *Election to Expense Certain Business Assets*.

If you acquire and place in service more than one item of qualified property during the year, you can allocate the section 179 deduction among the items in any way, as long as the total deduction does not exceed the specified limits.

See Publication 946, *How to Depreciate Property* and Publication 535, *Business Expenses*.



MAY

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JULY

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26	27	28	29	30	31	

# JUNE 2009

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

	1 File Form 730 and pay the tax on wagers accepted during April. File Form 2290 and pay the tax for vehicles first used during April.	2	3 Deposit Payroll tax for payments on May 27-29 if the semiweekly deposit rule applies.	4	5 Deposit Payroll tax for payments on May 30-June 2 if the semiweekly deposit rule applies.	6
7	8	9	10 <b>Employers:</b> Employees are required to report to you tips of \$20 or more earned during May. Deposit Payroll tax for payments on June 3-5 if the semiweekly deposit rule applies.	11	12 Deposit Payroll tax for payments on June 6-9 if the semiweekly deposit rule applies.	13
14	15 <b>Individuals outside the U.S.:</b> File Form 1040. <b>Individuals:</b> Pay your 2009 estimated tax. <b>Corporations:</b> Deposit the second installment of your estimated tax for 2009. Deposit Payroll tax for May if the monthly deposit rule applies.	16	17 Deposit Payroll tax for payments on June 10-12 if the semiweekly deposit rule applies.	18	19 Deposit Payroll tax for payments on June 13-16 if the semiweekly deposit rule applies.	20
21	22	23	24 Deposit Payroll tax for payments on June 17-19 if the semiweekly deposit rule applies.	25	26 Deposit Payroll tax for payments on June 20-23 if the semiweekly deposit rule applies.	27
28	29	30 File Form 730 and pay the tax on wagers accepted during May. File Form 2290 and pay the tax for vehicles first used during May.	<p><b>HELP US HELP YOU...</b></p> <p><b>...AND OTHER SMALL BUSINESSES. PLEASE GIVE US YOUR FEEDBACK SO WE CAN CONTINUE TO IMPROVE THIS CALENDAR.</b></p> <p><a href="http://216.12.134.241/rateourproducts/survey_calendar.aspx">http://216.12.134.241/rateourproducts/survey_calendar.aspx</a></p>			



# PROTECTING YOUR RIGHTS

## Your rights as a taxpayer

IRS employees will explain and protect your rights as a taxpayer throughout your contact with the IRS. The IRS will not disclose to anyone the information you give us, except as authorized by law. You have the right to know why the IRS is asking for information, how it will be used, and what happens if you do not provide the requested information. Refer to Publication 1, *Your Rights as a Taxpayer*.

### REPRESENTATION

You may represent yourself or, with proper written authorization, have someone else represent you. Your representative must be a person allowed to practice before the IRS, such as an attorney, certified public accountant or enrolled agent.

### EXAMINATION

The IRS accepts most taxpayers' returns as filed. If the IRS inquires about your return or selects it for examination, that does not suggest you are dishonest. The inquiry or examination may or may not result in more tax; your case may be closed without change or you may receive a refund.

### APPEALS AND JUDICIAL REVIEW

Publication 5, *Your Appeal Rights and How to Prepare a Protest If You Don't Agree*, explains your right to disagree with an examiner's proposed changes and request the case be reviewed by the IRS Appeals Office. If you do not wish to

use the Appeals process or disagree with the Appeals findings, you may be able to take your case to the U.S. Tax Court, U.S. Court of Federal Claims, or U.S. District Court.

### Collection

#### PAYING ONLY THE CORRECT AMOUNT OF TAX

If you can't pay all the tax due, you may be able to make monthly installment payments. Penalties and interest for late payment will still apply unless reasonable cause is established. Even if you can't pay the total tax due, be sure to file all tax returns timely to avoid a late filing penalty.

Publication 594, *What You Should Know about the IRS Collection Process*, explains your rights and responsibilities regarding payment of federal taxes. It describes what to do when you owe taxes and the collection actions the IRS may take.

#### HELP FROM THE TAXPAYER ADVOCATE SERVICE

The Taxpayer Advocate Service is an independent organization within the IRS, created to assist taxpayers seeking help in resolving tax problems that are not resolved through normal channels, or who believe that an IRS system or procedure is not working as it should.

To contact TAS, call (877) 777-4778 or (800) 829-4059 for TTY/TDD, or visit the Taxpayer Advocate Service page on IRS.gov to see if you are eligible for assistance.

#### SMALL BUSINESS REGULATORY ENFORCEMENT FAIRNESS ACT

If you believe your small business has been the subject of excessive or unfair regulatory enforcement or compliance actions from any federal agency, you may file a complaint with the Small Business Administration's national ombudsman under the authority of SBREFA. To contact the SBA regarding SBREFA, call (202) 205-2417 or e-mail [ombudsman@sba.gov](mailto:ombudsman@sba.gov).



Unscramble the words for a reminder on a key IRS priority...

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# JULY 2009

JUNE							AUGUST						
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28	29	30					23	24	25	26	27	28	29
							30	31					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3 Deposit Payroll tax for payments on June 27-30 if the semiweekly deposit rule applies.	4 <b>Independence Day</b>
5	6	7 <b>IRS TAX FORUM</b>	8 <b>LAS VEGAS</b>  Deposit Payroll tax for payments on July 1-3 if the semiweekly deposit rule applies.	9 <b>JULY 7-9</b>	10 <b>Employers:</b> Employees are required to report to you tips of \$20 or more earned during June. Deposit Payroll tax for payments on July 4-7 if semiweekly deposit rule applies.	11
12	13	14 <b>IRS TAX FORUM</b>	15 <b>SAN DIEGO</b>  Deposit Payroll tax for June if the monthly deposit rule applies. Deposit Payroll tax for payments on July 8-10 if the semiweekly deposit rule applies.	16 <b>JULY 14-16</b>	17 Deposit Payroll tax for payments on July 11-14 if the semiweekly deposit rule applies.	18
19	20	21	22 Deposit Payroll tax for payments on July 15-17 if the semiweekly deposit rule applies.	23	24 Deposit Payroll tax for payments on July 18-21 if the semiweekly deposit rule applies.	25
26	27	28	29 Deposit Payroll tax for payments on July 22-24 if the semiweekly deposit rule applies.	30	31 <b>Employers:</b> File Form 5500 or 5500-EZ for 2008. Deposit FUTA owed through June if more than \$500. File Form 5558 to request extension to file Forms 5500 or 5500EZ. Deposit payroll tax for payments July 25-28 if the semiweekly deposit rule applies. File Form 720 for the 2nd quarter of 2009. File Form 730 and pay the tax on wagers accepted during June. File Form 941 for the 2nd quarter of 2009. File Form 2290 and pay the tax for vehicles first used in June. Deposit payroll tax for payments July 25-28 if the semiweekly deposit rule applies.	

**WORDS OF WISDOM...**

*"People who complain about taxes can be divided into two classes: men and women."* **AUTHOR UNKNOWN**

# STAY ON TOP OF YOUR GAME

## Budget for taxes due and file timely

### Paying Taxes Due On Time

One major mistake many new business owners make is not allocating enough money in their budgets for taxes due. Failure to include the correct amounts for payment of taxes almost ensures the business owner will have a tax liability. Better to gather your records and file your tax forms by their due dates, even if you can't pay the full amount. Partial payments will help to reduce the amount of interest and penalties that will accrue.

If you are still unable to pay at the next due date, continue to file your returns on time to avoid the failure-to-file penalty. Attach Form 9465, *Installment Agreement Request*, and propose your own monthly payment date and amount. If circumstances make it unlikely that you could pay the full tax even on an installment plan, ask for a copy of Publication 594, *The IRS Collection Process*. This publication lists alternative methods for resolving your account.

Note: The failure-to-pay penalty may be reduced from .5 percent to .25 percent per month during the period in which an individual installment agreement is in effect. However, you must have filed the tax return on time.

### The Do-It-Yourself Social Security Program

For most employees, employers deduct Social Security and Medicare taxes from each paycheck to support retirement income and Medicare coverage. However, self-employed taxpayers pay for coverage through self-employment tax which an individual computes and pays either on an annual basis with federal income tax, or quarterly through estimated tax payments using Form 1040-ES, *Estimated Tax for Individuals*.

Generally, if you carry on a trade or business as a sole proprietor, an independent contractor, a member of a partnership that carries on a trade or business, or are otherwise in business for yourself, then you are considered self-employed. Part-time work can qualify as self-employment even if it is work you do in addition to a regular full-time job.

The maximum amount of net earnings subject to the Social Security portion of the self-employment tax generally changes each year. Visit [www.SocialSecurity.gov](http://www.SocialSecurity.gov) for the

latest information and updates. All net earnings of at least the set maximum amount are subject to the Medicare portion of the tax.

In most cases, self-employment income does not include interest, dividends, capital gains or rent from real estate. Many self-employed people will have to make quarterly estimated tax payments. It's important to remember that your self-employment tax will increase the total federal tax you owe.

Be sure to take this into account when determining the amount of estimated tax to pay each quarter. When you file your tax return, you must fill out Schedule SE to report your self-employment income and calculate the amount of your self-employment tax due.



JULY

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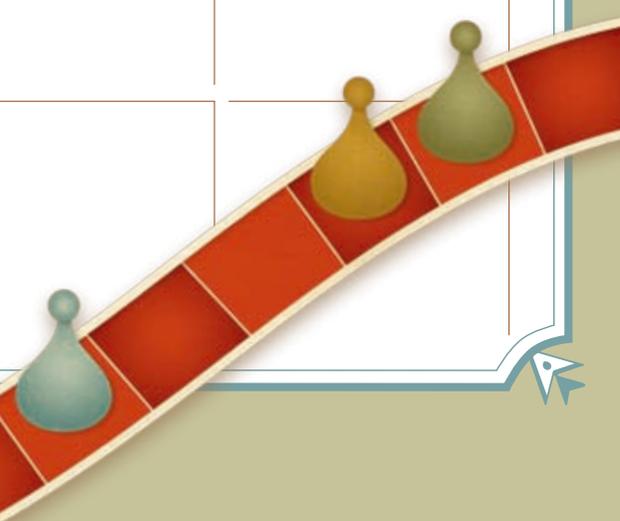
SEPTEMBER

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# AUGUST 2009

1

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
2	3	4 IRS TAX FORUM	5 ORLANDO Deposit Payroll tax for payments on July 29-31 if the semiweekly deposit rule applies.	6 AUG 4-6	7 Deposit Payroll tax for payments on Aug 1-4 if the semiweekly deposit rule applies.	8	
9	10 <b>Employers:</b> Employees are required to report to you tips of \$20 or more earned during July. File form 941 if you made timely deposits of all taxes due.	11	12 Deposit Payroll tax for payments on Aug 5-7 if the semiweekly deposit rule applies.	13	14 Deposit Payroll tax for payments on Aug 8-11 if the semiweekly deposit rule applies.	15	
16 Deposit Payroll tax for July if the monthly deposit rule applies.	17	18	19 Deposit Payroll tax for payments on Aug 12-14 if the semiweekly deposit rule applies.	20	21 Deposit Payroll tax for payments on Aug 15-18 if the semiweekly deposit rule applies.	22	
23	24	25 IRS TAX FORUM	26 NEW YORK CITY Deposit Payroll tax for payments on Aug 19-21 if the semiweekly deposit rule applies.	27 AUG 25-27	28 Deposit Payroll tax for payments on Aug 22-25 if the semiweekly deposit rule applies.	29	
30	31 File Form 730 and pay tax on wagers accepted during July. File Form 2290 and pay the tax for vehicles first used during July.	<p><b>HELP US HELP YOU...</b></p> <p><b>...AND OTHER SMALL BUSINESSES. PLEASE GIVE US YOUR FEEDBACK SO WE CAN CONTINUE TO IMPROVE THIS CALENDAR.</b></p> <p><a href="http://216.12.134.241/rateourproducts/survey_calendar.aspx">http://216.12.134.241/rateourproducts/survey_calendar.aspx</a></p>					



# PICKING UP THE PIECES

## DISASTER RECOVERY

Planning what to do in case of a disaster is an important part of being prepared. The IRS encourages taxpayers to safeguard their records. Some simple steps can help taxpayers and businesses protect financial and tax records in case of disasters.

### Take Advantage of Paperless Record-keeping for Financial and Tax Records

Many people receive bank statements and documents by e-mail. This method is an efficient way to secure financial records. Important tax records such as W-2s, tax returns and other paper documents can be scanned into an electronic format.

Be sure you back up your electronic files and store them in a safe place. Making duplicates and keeping them in a separate location is a good business practice. You can copy them onto a portable electronic storage device, such as a 'jump drive' periodically and store it away from your place of business for safekeeping in case your normal computer backup systems are destroyed. Other options include copying files onto CD or DVD.

When choosing a place to keep your important records, convenience to your home should not be your primary concern. Remember, a disaster that strikes your home is also likely

to affect other facilities nearby, making quick retrieval of your records difficult and maybe even impossible.

### Document Valuables and Business Equipment

Publications 584, *Casualty, Disaster, and Theft Loss Workbook*, and 584-B, *Business Casualty, Disaster, and Theft Loss Workbook* can help you compile a room-by-room list of your belongings or business equipment. This will help you recall and document the market value of items for insurance and casualty loss claims.

One option is to photograph or video record the contents of your home and/or business, especially items of great value. You should store the photos with a friend or family member who lives away from the geographic area at risk.

### CHECK ON FIDUCIARY BONDS

Employers who use payroll service providers should ask the provider if they have a fiduciary bond in place. The bond could protect the employer in the event of default by the payroll service provider during a disaster.

### CONTINUITY OF OPERATIONS PLANNING FOR BUSINESSES

How quickly your company can get back to business after a disaster strikes often depends on the emergency planning you do today. Start planning now to improve the likelihood that your company will survive and recover. Review your

emergency plans annually.

Just as your business changes over time, so do your preparedness needs. When you hire new employees or when there are changes in how your company functions, you should update your plans and inform your employees.

There are real benefits to being prepared for disasters. The following preparedness strategies are common to all disasters. You plan only once, and are able to apply your plan to all types of hazards.

- Get informed about hazards and emergencies and learn what to do for specific hazards.
- Develop an emergency plan.
- Learn where to seek shelter from all types of hazards.
- Back up your computer data systems regularly.
- Decide how you will communicate with employees, customers and others.
- Use cell phones, walkie-talkies, or other devices that do not rely on electricity as a backup to your telecommunications system.
- Collect and assemble a disaster supply kit that includes a portable generator.
- Identify the community warning systems and evacuation routes.
- Include required information from community and school plans.
- Practice and maintain your plan.

### Count on the IRS

In the event of a disaster, the IRS stands ready to help with valuable information you can request if your records are destroyed.

Immediately after a casualty, you can request a copy (for a fee) of a tax return and all attachments (including Form W-2) by using Form 4506, *Request for Copy of Tax Return*.

If you just need information from your return, you can order a free transcript by calling (800) 829-1040 or using Form 4506-T, *Request for Transcript of Tax Return*. Transcripts are available for the current year and returns processed in the three prior years. IRS.gov is an indispensable resource as you prepare for and recover from disaster.

### For References and Related Topics

(search IRS.gov, keyword: disaster)

- Preparing for a Disaster (Taxpayers and Businesses)
- Tax Relief in Disaster Situations
- Reconstructing Your Records
- Publication 552, *Recordkeeping for Individuals*
- Publication 583, *Starting a Business and Keeping Records*
- FEMA: Federal Disaster Declarations



# SEPTEMBER 2009

AUGUST							OCTOBER						
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23	24	25	26	27	28	29	25	26	27	28	29	30	31
30	31												

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2 Deposit Payroll tax for payments on Aug 26-Aug 28 if the semiweekly deposit rule applies.	3	4 Deposit Payroll tax for payments on Aug 29-Sept 1 if the semiweekly deposit rule applies.	5
6	7 Labor Day	8 IRS TAX FORUM	9 DALLAS	10 SEPT 8-10 Deposit Payroll tax for payments on Sept 2-4 if the semiweekly deposit rule applies. <b>Employers:</b> Employees are required to report to you tips of \$20 or more earned during August.	11 Deposit Payroll tax for payments on Sept 5-8 if the semiweekly deposit rule applies.	12
13	14	15 <b>Individuals:</b> Pay the third installment of estimated tax for 2009. <b>Corporations:</b> File 2008 tax return if you requested an extension. Deposit third installment of your 2009 estimated tax. <b>S Corporations:</b> File 2008 tax return if you requested an extension. Deposit Payroll tax for August if the monthly deposit rule applies. Minimum contribution due for calendar-year money purchase pension plans and defined benefit pension plans for 2008.	16 Deposit Payroll tax for payments on Sept 9-11 if the semiweekly deposit rule applies.	17	18 Deposit Payroll tax for payments on Sept 12-15 if the semiweekly deposit rule applies.	19
20	21	22 IRS TAX FORUM	23 ATLANTA Deposit Payroll tax for payments on Sept 16-18 if the semiweekly deposit rule applies.	24 SEPT 22-24	25 Deposit Payroll tax for payments on Sept 19-22 if the semiweekly deposit rule applies.	26
27	28	29	30 File Form 730 and pay tax on wages accepted during August. File Form 2290 and pay the tax for vehicles first used during August. Deposit Payroll tax for payments on Sept 23-25 if the semiweekly rule applies.			

WORDS OF WISDOM...

"Taxes: Of life's two certainties, the only one for which you can get an automatic extension." **AUTHOR UNKNOWN**



# PHONE A FRIEND: IRS

## We can help online, in print, and via CD/DVD too

By computer, phone, mail, or face-to-face, IRS is available 24/7 with products and services to support small business and self-employed customers.

The IRS offers a host of resources developed with the small business owner in mind, ranging from forms and publications, CDs and DVDs, videos and toll-free tax assistance to Web links and workshops. Remember, most of these services are free.

### IRS FORMS AND PUBLICATIONS TAX CD/DVD

Publication 1796, *IRS Tax Products CD*, and Publication 1796-A, *IRS Tax Products DVD*, contain the current and prior year tax forms and publications. You can purchase the CD from the National Technical Information Service (NTIS), the official distributor. Order by calling (877) 233-6767.

Publication 1796, released twice during the year, in January and March, contains the following:

- Current year forms, instructions, and publications
- Prior-year forms, instructions, and publications
- Bonus: IRS Tax Products DVD - Ships with the final release
- IRS Tax Map: An electronic research tool
- Tax law frequently asked questions (FAQ)
- Tax Topics from the IRS telephone response system
- Fill-in, print, and save features for most tax forms
- Internal Revenue Bulletins
- Toll-free and e-mail technical support
- Web update page

### THE BUSINESS AND SPECIALTY TAX LINE

The Business and Specialty Tax Line at (800) 829-4933 is specifically geared to assist small businesses, small corporations, partnerships, and trust customers with their business returns and tax accounts. The help line covers requests for Employer Identification Numbers

and questions about various business forms; excise tax returns; 940/941, 943, 944, 945, 1041, 1065, 1120S, W-2 and W-4 plus excise tax, estate and gift tax returns, and federal tax deposits.

### THE SMALL BUSINESS WEB SITE

Starting, operating, or closing a business? Visit the Small Business and Self-Employed One-Stop Resource page and find help with:

- Starting a new business and selecting a business structure.
- Operating a business with employees.
- Researching business deductions and credits, recordkeeping and accounting methods.

Also available are online versions of the Tax Calendar for Small Businesses and Self-Employed, Tax Topics for Businesses, and Frequently Asked Questions.

### INDIAN TRIBAL GOVERNMENTS

The office of Indian Tribal Governments at the IRS was established as a resource to help Indian tribes understand and address their federal tax matters. The ITG office provides a single point of contact for assistance and service.

Five field groups provide primary frontline service and are aligned to respect tribal affiliations wherever possible. These field groups consist of tribal government specialists who work in locations near the seats of tribal governments and assist with issues that may relate to tribal governments as employers, distributions to tribal members, and the establishment of governmental programs, trusts, and businesses.

Visit us on the Tax Information for Indian Tribal Governments page to locate the office nearest you: [www.irs.gov/govt/tribes/index.html](http://www.irs.gov/govt/tribes/index.html).

### HELP US TO HELP YOU!

To better serve your needs and to provide products and services that fulfill that goal, we need your input.

Please send us your feedback about the 2009 Tax Calendar for Small Businesses and Self-Employed by completing a brief survey located on the Small Business and Self-Employed One-Stop Resource page (search words: small business, one-stop, and select "Rate Our Products").



W W W .  
7 15 20 15 23 23 23 9 18 19 7 15 22

Hint: Your lifeline, if you are puzzled by business taxes.



SEPTEMBER

1 2 3 4 5  
6 7 8 9 10 11 12  
13 14 15 16 17 18 19  
20 21 22 23 24 25 26  
27 28 29 30

NOVEMBER

1 2 3 4 5 6 7  
8 9 10 11 12 13 14  
15 16 17 18 19 20 21  
22 23 24 25 26 27 28  
29 30

# OCTOBER 2009

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

				1	2 Deposit Payroll tax for payments on Sept 26-29 if the semiweekly deposit rule applies.	3
4	5	6	7 Deposit Payroll tax for payments on Sept 30-Oct 2 if the semiweekly deposit rule applies.	8	9 Deposit Payroll tax for payments on Oct 3-6 if the semiweekly deposit rule applies.	10
11	12 Columbus Day	13 Employers: Employees are required to report to you tips of \$20 or more earned during September.	14	15 Individuals: If you filed a Form 4868, file your 2008 calendar year tax return. Partnerships: File your 2008 tax return if you were given a 6-month extension. Electing Large Partnerships: Deposit Payroll tax for September if the monthly deposit rule applies. Deposit Payroll tax for payments on Oct 7-9 if the semi-weekly deposit rule applies. If you filed a Form 7004, file your 2008 calendar year tax return. If you filed Form 5558, file 2008 Form 5500.	16 Deposit Payroll tax for payments on Oct 10-13 if the semiweekly deposit rule applies.	17
18	19	20	21 Deposit Payroll tax for payments on Oct 14-16 if the semiweekly deposit rule applies.	22	23 Deposit Payroll tax for payments on Oct 17-20 if the semiweekly deposit rule applies.	24
25	26	27	28 Deposit Payroll tax for payments on Oct 21-23 if the semiweekly deposit rule applies.	29	30 Deposit Payroll tax for payments on Oct 24-27 if the semiweekly deposit rule applies.	31

HELP US HELP YOU...

...AND OTHER SMALL BUSINESSES. PLEASE GIVE US YOUR  
FEEDBACK SO WE CAN CONTINUE TO IMPROVE THIS CALENDAR.  
[http://216.12.134.241/rateourproducts/survey\\_calendar.aspx](http://216.12.134.241/rateourproducts/survey_calendar.aspx)



e-file  
is E-Z!

# USE THE FAST LANE

## IRS e-file for Business and Self-Employed Taxpayers

IRS e-file has become the most-used option for filing individual and business tax returns. The IRS will confirm receipt of your return within just 48 hours. E-filers receive refunds in about half the time as do paper filers—even faster with direct deposit. E-file also offers the convenience of filing tax returns early and delaying payments owed until the due date. In most states you can also e-file your federal and state returns at the same time.

E-file forms include:

- Employment taxes – Forms 940, 941, and 944
- Partnerships – Forms 1065 and Form 1065-B
- Estates and trusts – Form 1041
- Information returns – Forms 1042-S, 1098, 1099, 5498, 8027, and W-2G
- Corporations – Forms 1120 and 1120-S
- Excise tax – Form 720
- Heavy Highway Vehicle Tax – Form 2290
- Charities and non-profits – Forms 990, 990-EZ, 990-N, 990-PF, and 1120-POL
- Extensions of Time To File - Forms 7004 and 8868

## Methods to Electronically File your Employment Taxes include:

- Using an authorized IRS e-file provider;
- Using a payroll service provider (reporting agent); or
- Using a third-party transmitter.

## Benefits of Paying Business Taxes by Electronic Funds Withdrawal

E-filing a balance due return with an electronic payment is a safe and convenient way to be assured of on-time receipt and acknowledgment. Paying business taxes by Electronic Funds Withdrawal can be made for:

- Form 720, *Quarterly Federal Excise Tax Return*;
  - Form 940, 941, and 944 tax forms;
  - Form 1041, *U.S. Income Tax Return for Estates and Trusts*;
  - Form 1120 and Form 1120-S, *U.S. Corporation Income Tax Return and Schedule K-1* (including amended returns);
  - Form 2290, *Heavy Highway Vehicle Use Tax Return*;
  - Form 7004, *Application for Automatic 5-month Extension of Time to File Certain Business Income Tax, Information and Other Returns*;
  - Form 8868, *Application for Extension of Time to File an Exempt Organization Return*; and
  - Form 990-PF, *Return of Private Foundation or Section 4947(a) (1) Nonexempt Charitable Trust Treated as a Private Foundation* and Form 1120-POL.
- Payments can also be made for penalties related to Form 1065 and Form 1065-B, partnership returns.

Payments scheduled for withdrawal on or before the return due date will be considered timely. Forms 940, 941 and 944 payments cannot be scheduled in advance.



## Electronic Federal Tax Payment System (EFTPS) Pays All Your Federal Taxes Securely

EFTPS allows taxpayers to schedule their payment instructions up to 120 days in advance of a due date for business taxes, and 365 days for individual taxes. EFTPS is safe and easy to use, plus you receive an immediate acknowledgement number for every transaction as a receipt. You also get a 16-month payment history online.

## Express Enrollment for New Businesses and Required Taxpayers

Any new business taxpayer who requests a new Employer Identification Number and has federal tax deposit obligations is pre-enrolled in EFTPS.

## Express Enrollment for FTD Coupon Payers

A percentage of business taxpayers who previously used federal tax deposit (FTD) coupons are pre-enrolled in EFTPS to make their payments electronically. They will not receive additional coupons. A percentage of current FTD coupon payers are also automatically pre-enrolled in EFTPS to make all their federal payments electronically. They will be sent a mailing containing an EFTPS PIN (Personal Identification Number) and instructions for activating their enrollment. FTD coupons will no longer be automatically mailed.

To enroll or for additional information, visit the EFTPS Web site or call EFTPS Customer Service at (800) 555-4477, (800) 733-4829 (TDD), or (800) 244-4829 (Spanish).

# NOVEMBER 2009

OCTOBER										DECEMBER						
							1	2	3			1	2	3	4	5
4	5	6	7	8	9	10				6	7	8	9	10	11	12
11	12	13	14	15	16	17				13	14	15	16	17	18	19
18	19	20	21	22	23	24				20	21	22	23	24	25	26
25	26	27	28	29	30	31				27	28	29	30	31		

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 File Form 720 for the third quarter of 2009. File Form 730 and pay tax on wagers accepted during September. File Form 2290 and pay the tax for vehicles first used during September. File Form 941 for the 3rd quarter of 2009. Deposit FUTA owed through September if more than \$500.	3	4 Deposit Payroll tax for payments on Oct 28-30 if the semiweekly deposit rule applies.	5	6 Deposit Payroll tax for payments on Oct 31-Nov 3 if the semiweekly deposit rule applies.	7
8	9	10 <b>Employers:</b> Employees are required to report to you tips of \$20 or more earned during October. File Form 941 if you timely deposited all required payments.	11 <b>Veteran's Day</b>	12 Deposit Payroll tax for payments on Nov 4-6 if the semiweekly deposit rule applies.	13	14
15 Deposit Payroll tax for payments on Nov 7-10 if the semiweekly deposit rule applies. Deposit Payroll tax for October if the monthly deposit rule applies.	16	17	18 Deposit Payroll tax for payments on Nov 11-13 if the semiweekly deposit rule applies.	19	20 Deposit Payroll tax for payments on Nov 14-17 if the semiweekly deposit rule applies.	21
22	23	24	25 Deposit Payroll tax for payments on Nov 18-20 if the semiweekly deposit rule applies.	26 <b>Thanksgiving Day</b>	27	28
29	30 File Form 730 and pay tax on wagers accepted during October. File Form 2290 and pay the tax for vehicles first used during October. Deposit Payroll tax for payments on Nov 21-24 if the semiweekly deposit rule applies.					

WORDS OF WISDOM...

*"The art of taxation consists in so plucking the goose as to get the most feathers with the least hissing."*

**JEAN BAPTIST COLBERT, ATTRIBUTED**



## Preventing Identity Theft



Identity thieves use someone else's personal data to steal financial accounts and run up charges on the victim's existing credit cards. Small business owners are also individual taxpayers and should be aware of some other potential areas where this type of fraud may occur as it relates to your tax records.

### As an individual taxpayer...

An undocumented worker or other individual may use your Social Security Number to get a job. That person's employer would report W-2 wages earned to the IRS using your information so it might appear that you did not report all of your income on your return.

An identity thief may file a tax return using your SSN to receive a refund. If the thief already filed a return using your SSN, IRS records will show that you already filed and received your refund, and the return you just submitted is a second copy or duplicate.

If you receive a notice from the IRS that leads you to believe someone may have used your SSN fraudulently, please notify IRS immediately by responding to the name and number printed on the notice or letter.

Be alert to possible identity theft if the notice or letter states that:

- more than one tax return for you was filed, or
- IRS records indicate you received wages from an employer unknown to you.

If you receive a notice, contact us either by phone or in writing as directed in the notice. Our tax examiners will work with you and other agencies, such as the Social Security Administration, to help resolve the problem.

You should also know that the IRS does not request personal taxpayer information through e-mail. If you do receive this type of request, it may be an attempt from identity thieves to get your private tax information.

### Minimizing Identity Theft

Although you cannot prevent identity theft entirely, you can minimize your risk.

### PROTECT YOUR SOCIAL SECURITY NUMBER

- Don't carry your Social Security card; leave it in a secure place.
- Only give your SSN when absolutely necessary.
- Your employer and financial institution may need your SSN for wage and tax reporting purposes. Don't give a business your SSN just because they ask for it. Find out why before giving it out.
- Ask why your SSN is needed and if other types of identifiers can be used. For example, if your state uses your SSN as your driver's license number, ask to substitute another number.
- Ask your employer what steps they are taking in the workplace to protect your SSN from theft by someone who might be planning a tax refund crime.

### BE CAREFUL WHEN CHOOSING A TAX PREPARER

If you do not prepare your own return, be careful in choosing your tax preparer. Remember: the tax preparer you select will have access to your personal financial records. Ask your friends and coworkers to recommend a preparer they know and trust. Avoid preparers who claim they can obtain larger refunds than other preparers, or who guarantee results or base fees on a percentage of the amount of the refund.

NOVEMBER

1 2 3 4 5 6 7  
8 9 10 11 12 13 14  
15 16 17 18 19 20 21  
22 23 24 25 26 27 28  
29 30

JANUARY

1 2  
3 4 5 6 7 8 9  
10 11 12 13 14 15 16  
17 18 19 20 21 22 23  
24 25 26 27 28 29 30  
31

# DECEMBER 2009

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2 Deposit Payroll tax for payments on Nov 25-27 if the semiweekly deposit rule applies.	3	4 Deposit Payroll tax for payments on Nov 28-Dec 1 if the semiweekly deposit rule applies.	5
6	7	8	9 Deposit Payroll tax for payments on Dec 2-4 if the semiweekly deposit rule applies.	10 <b>Employers:</b> Employees are required to report to you tips of \$20 or more earned during November.	11 Deposit Payroll tax for payments on Dec 5-8 if the semiweekly deposit rule applies.	12
13	14	15 <b>Corporations:</b> Deposit the fourth installment of your 2009 estimated tax. Deposit Payroll tax for November if the monthly deposit rule applies.	16 Deposit Payroll tax for payments on Dec 9-11 if the semiweekly deposit rule applies.	17	18 Deposit Payroll tax for payments on Dec 12-15 if the semiweekly deposit rule applies.	19
20	21	22	23 Deposit Payroll tax for payments on Dec 16-18 if the semiweekly deposit rule applies.	24	25 <b>Christmas Day</b>	26
27	28	29	30 Deposit Payroll tax for payments on Dec 23-25 if the semiweekly deposit rule applies.	31 File Form 730 and pay tax on wages accepted during November. File Form 2290 and pay the tax for vehicles first used during November. Deadline for age 70½ required minimum distributions due to participants who have begun receiving distributions.		

HELP US HELP YOU...

...AND OTHER SMALL BUSINESSES. PLEASE GIVE US YOUR  
FEEDBACK SO WE CAN CONTINUE TO IMPROVE THIS CALENDAR.  
[http://216.12.134.241/rateourproducts/survey\\_calendar.aspx](http://216.12.134.241/rateourproducts/survey_calendar.aspx)



# PUZZLE POINTERS

## Tips for business success

### One-on-One Help from the Social Security Administration

Employers who need help with general wage reporting information can call the Social Security Administration's Employer Reporting Service Center at (800) 772-6270. For answers to more technical questions, employer service liaison officers are available around the country; just call (800) 772-6270.



### Other Services

#### FORM W-2 FILING INFORMATION

Each year, employers must send Copy A of Form W-2, *Wage and Tax Statement*, with Form W-3, *Transmittal of Wage and Tax Statement*, to the Social Security Administration by the last day of February (or last day of March if they file electronically) to report the wages and taxes of their employees for the previous calendar year. Complete wage reporting information and all publications they need to meet their wage reporting responsibilities are now online on the Social Security Online Web site, Employer W-2 Filing Instructions and Information page.

#### ELECTRONIC FILING OF W-2S

Employers and their authorized representatives can now file W-2 reports over the Internet. There are three electronic filing methods available through Social Security's Business Services Web site:

**1. W-2 Online** You can complete up to 20 Forms W-2 on your computer, electronically submit them to SSA, and print copies suitable for distribution to your employees. This option is ideal for businesses with 20 or fewer employees or for individuals with household employees.

**2. W-2C Online** This service is similar to W-2 Online except it allows you to complete

up to 20 W-2Cs, *Corrected Wage and Tax Statements*. This service can be used regardless of which service you used to submit the original W-2 to SSA.

**3. Upload a Wage Report** You can upload a wage report file formatted according to Social Security's Magnetic Media Reporting and Electronic Filing for Tax Year 2008 specifications.

To get started simply go to the Social Security Business Services Online Web site. (You will need to register for a Personal Identification Number and password by selecting registration and following the instructions. A PIN will be provided immediately after you complete the registration process. A password will be mailed in approximately two weeks.) Select "Login" and enter your PIN and password.

Third-party preparers need register only one time in their firm's name. December is the preferred month to register. Social Security usually begins accepting electronic submissions the first week in January.

Get more information on filing W-2s online in the *Business Services Online Handbook*. Go to the Social Security Online Web site Employer W-2 Filing Instructions and Information page and click on "Business Services Online Handbook" or call (800) 772-6270.

### Verifying Employee Names and Social Security Numbers (SSNs)

The name and SSN listed on each W-2 must match the name and SSN on the employee's Social Security card. This match ensures the earnings of each worker are properly recorded to their lifetime earnings record. The earnings record is the basis for determining Social Security benefit eligibility and benefit amount.

SSA's free Employee Verification Service easily identifies inaccurate name and SSN combinations so they can be corrected before you submit your W-2s to SSA. There are three convenient ways to use the service:

**Fewer than five Names** – Call (800) 772-6270. For each name and SSN you want verified, have ready the following information when you call: SSN, last name, first name, middle initial (if applicable), date of birth, gender. Also have available the employer name and EIN.

**Fewer than 50 Names** – Contact your nearest Social Security office. You can locate the address by visiting the Social Security Online Web site, or by calling (800) 772-1213.

**More than 50 Names** – This option is ideal for employers who want to verify their entire payroll database. You can submit your request on paper, magnetic tape or diskettes. You must register for this service. For details visit SSA's Web site, Employer W-2 Filing Instructions and Information - Social Security Number Verification page.

## Setting the Record Straight with the IRS

If you omit some information from your tax return, make an error or miss a tax-filing deadline, it doesn't have to be a major problem. However, you should take prompt action to set things right.

It can be less expensive and less complicated to correct errors before receiving notices from IRS. Forms you may use to report corrections include:

### **FORM 941, EMPLOYER'S QUARTERLY FEDERAL TAX RETURN**

If you make an error in the amount of taxes you withheld from employees, you can make an adjustment on the next return if it is during the same calendar year.

**Important:** Form 941C, *Supporting Statement to Correct Information* will be replaced by a new set of dual-purpose forms for adjustments and refunds. The new forms are user friendly and make changes easy and accurately for employers and payers. Each stand-alone form will correspond line-by-line with the employment tax return it is correcting. For example, an employer who discovers an underpayment or overpayment error on a previously filed Form 941 will use Form 941X to make a correction. Look for more information on the new adjustment process and forms on IRS.gov.

### **FORM W-2C, CORRECTED WAGE AND TAX STATEMENT, AND FORM W-3C, TRANSMITTAL OF CORRECTED WAGE AND TAX STATEMENTS**

These forms are used to correct the information about your employees' total earnings and withholdings for the year. You can now access

and complete Forms W-2C and W-3C online. See Social Security's Business Tips for Success for more information.

### **FORM 1040X, AMENDED U.S. INDIVIDUAL INCOME TAX RETURN**

If you made a mistake on your individual tax return, use this form to correct any errors. If you owe tax as a result of error, you should send the additional tax owed with Form 1040X. This will stop additional penalties and interest from accruing on the additional tax owed.

### **FORM 1065, U.S. RETURN OF PARTNERSHIP INCOME**

If you made a mistake on a partnership return, check the box for "amended return" on Form 1065, and then follow the instructions. Give each partner a copy of the amended Schedule K-1.

### **FORM 1120X, AMENDED U.S. CORPORATION INCOME TAX RETURN**

If you made a mistake on your corporate tax return, use this form. If you owe tax, you should send it with the form.

### **FORMS 1099 AND 1098**

These are examples of information returns. Use the instructions for making corrections that come with the form.

### **FEDERAL TAX DEPOSITS (FTDS)**

If you are not required to make your deposits electronically, be sure to include a Form 8109 with each deposit you deliver or mail to an authorized depository.

## A Notice from the IRS: What Should You Do?

If you receive a notice of any kind from the IRS, open it, read it, then do something about it. Most notices include a deadline for your response, so it's important to be prompt. If you have questions about the notice, most notices include instructions on how to gain more information.

The IRS writes to taxpayers for many reasons. For example:

- Your notice may request information that was missing from your tax return;
- If your notice is about an examination or audit, you will be asked to produce certain information for the examination at a specified time and place; or
- Your notice may ask for payment of a tax bill.

Examples of other notices include:

**CP 102:** A math error was found on certain forms (such as Forms 941, 942, 943, 944 or 945 returns) that you filed, and the IRS believes you owe more tax.

**CP 138:** The tax you overpaid on one tax return was applied to another return where you owed tax.

**CP 165:** Your check for your FTD or estimated taxes was returned. This notice asks for the payment, plus a bad check penalty of two percent (the minimum penalty is \$15).

**CP 205:** You used the wrong taxpayer identification number on your FTD coupon.

**CP 2501:** A discrepancy was found between what you reported as your income, credit or deduction and what IRS records show.

Whether or not you agree with the notice, call or write the person listed on the notice or visit your local IRS office before the deadline. It is important to let the IRS know that you received the notice and that you are doing something about it.

Putting off contacting the IRS, especially in the case of notices requesting payment, can increase the amount you owe because penalties and interest keep accruing.



# CONSIDER YOUR SOURCES

## Free forms and publications from IRS

The IRS produces many free publications to assist you. Most can be **downloaded** from [www.irs.gov](http://www.irs.gov) or you can order any of them free by calling **(800) 829-3676**.

You can buy a CD-ROM of current and prior year tax forms and publications from the National Technical Information Service at **(877) 233-6767** or [www.irs.gov/cdorders](http://www.irs.gov/cdorders).

**Pub. 1, *Your Rights as a Taxpayer***, explains your rights at each step in the examination and collection process.

**Pub. 5, *Your Appeal Rights and How to Prepare a Protest If You Don't Agree***

**Pub. 15, *Circular E, Employer's Tax Guide***  
Also see Forms 940, 940-EZ, 941.

**Pub. 15-A, *Employer's Supplemental Tax Guide***, supplements Circular E and contains information on specialized topics such as employee classification and sick pay.

**Pub. 15-B, *Employer's Tax Guide to Fringe Benefits***

**Pub. 51, *Circular A, Agricultural Employer's Tax Guide***, explains your tax responsibilities as an agricultural (farm) employer.  
Also see Form 943.

**Pub. 225, *Farmer's Tax Guide***, identifies the kinds of farm income that must be reported and the deductions that can be taken.

Also see Form 1040 (Schedules A, D, F, J, SE), 4136, 4562, 4684, 4797.

**Pub. 334, *Tax Guide for Small Business (For Individuals Who Use Schedule C or C-EZ)***, explains tax laws that apply to sole proprietorships.

Also see Forms 1040 (Schedules C, C-EZ), 1040-ES, 1040-V.

**Pub. 463, *Travel, Entertainment, Gift, and Car Expenses***

Also see Forms 2106 and 2106-EZ.

**Pub. 505, *Tax Withholding and Estimated Tax***, discusses the two methods of paying federal taxes by individuals: tax withholding and estimated tax. It also explains how taxpayers can

take credit on their returns for withheld and estimated taxes.

Also see Forms 1040-ES, 2210, 2210-F, W-4, W-4P.

**Pub. 509, *Tax Calendars for 2009***, contains three tax calendars (general, employer's, and excise) and lists specific due dates for filing tax forms, paying taxes and taking other required actions.

**Pub. 510, *Excise Taxes***, covers in detail the various federal excise taxes reported on Forms 11-C, 720, and 730.

Also see Forms 11-C, 637, 720, 730, 6197, 6627 and 8849.

**Pub. 531, *Reporting Tip Income***

**Pub. 535, *Business Expenses***  
Also see Form 1045.

**Pub. 536, *Net Operating Losses for Individuals, Estates, and Trusts***  
Also see Form 1045.

**Pub. 537, *Installment Sales***  
Also see Form 6252.

**Pub. 538, *Accounting Periods and Methods***  
Also see Forms 1128, 3115.

**Pub. 541, *Partnerships***  
Also see Form 1065, 1065 (Schedule K-1).

**Pub. 542, *Corporations***  
Also see Forms 1120, 1120-A, 1120-S.

**Pub. 544, *Sales and Other Dispositions of Assets***  
Also see Forms 1040 (Schedule D), 4797, 8824.

**Pub. 547, *Casualties, Disasters, and Thefts (Business and Non-Business)***  
Also see Forms 4684, 4797.

**Pub. 551, *Basis of Assets***

**Pub. 552, *Recordkeeping for Individuals***

**Pub. 553, *Highlights of 2008 Tax Changes***

**Pub. 556, *Examination of Returns, Appeal Rights, and Claims for Refund***  
Also see Forms 843, 1040X, 2848, 4506, 8379, 8857.

**Pub. 557, *Tax-Exempt Status for Your Organization***

Also see Forms 990, 990-EZ, 990-PF, 1023, 1024.

**Pub. 560, *Retirement Plans for Small Business***  
Also see Forms 5305-SEP, 5304-SIMPLE, 5305-SIMPLE, 5500-EZ.

**Pub. 564, *Mutual Fund Distributions***  
Also see Forms 1040 (Schedules B, D), 1099-DIV.

**Pub. 575, *Pension and Annuity Income***  
Also see Forms 1040, 1040A, 1099-R, 4972.

**Pub. 583, *Starting a Business and Keeping Records***  
Also see Forms SS-4, 940, 941, 1040 (Schedules C, C-EZ, F, and SE).

**Pub. 584, *Casualty, Disaster, and Theft Loss Workbook (Personal-Use Property)***

**Pub. 584-B, *Casualty, Disaster, and Theft Loss Workbook***

**Pub. 587, *Business Use of Your Home***

Also see Form 8829.

**Pub. 590, *Individual Retirement Arrangements (IRAs)***

Also see Forms 1040, 1040A, 1099-R, 5329, 8606.

**Pub. 594, *What You Should Know About the IRS Collection Process***

**Pub. 595, *Capital Construction for Commercial Fishermen***, is intended for sole proprietors who use Form 1040 (Schedule C or C-EZ) to report a profit or loss from fishing. Also see Forms 1040 (Schedules C, C-EZ), 1099-MISC.

**Pub. 598, *Tax on Unrelated Business Income of Exempt Organizations***

Also see Form 990-T.

**Pub. 908, *Bankruptcy Tax Guide***

Also see Forms SS-4, 982, 1041, and 1041-ES.

**Pub. 910, *IRS Guide to Free Tax Services***

**Pub. 925, *Passive Activity and At-Risk Rules***

Also see Forms 4952, 6198, 8582, 8582-CR, and 8810.

**Pub. 939, *General Rule for Pensions and Annuities***

Also see Form 1099-R.

**Pub. 946, *How to Depreciate Property***

Also see Form 4562.

**Pub. 947, *Practice Before the IRS and Power of Attorney***

Also see Forms 2848, 8821.

**Pub. 954, *Tax Incentives for Distressed Communities***, is a publication for business owners who want to find out if they qualify for certain tax incentives designed to help empowerment zones, enterprise communities, renewal communities, and other distressed communities.

Also see Forms 3800, 5884, 8844, 8845, 8850, 8860 and 8861.

**Pub. 966, *Electronic Choices to Pay Your Federal Taxes***, is an overview of EFTPS for businesses and individuals. This publication is also available in Spanish (Pub 966SP).

**Pub. 971, *Innocent Spouse Relief***

Also see Form 8857.

**Pub. 1244, *Employee's Daily Record of Tips and Report of Tips to Employer***, is a handy record that employees receiving tip income may use to document their daily tips and report them to their employer.

Also see Forms 1040, 4070, 4070-A, 4137.

**Pub. 1542, *Per Diem Rates (For Travel Within the Continental United States)***

**Pub. 1544, *Reporting Cash Payments of Over \$10,000 (Received in a Trade or Business)***

Also see Form 8300.

**Pub. 1546, *The Taxpayer Advocate Service of the IRS—Your Voice at the IRS***

**Pub. 1779, *Independent Contractor or Employee*** brochure

**Pub. 1796, *IRS Tax Products CD***

**Pub. 1796-A, *IRS Tax Products DVD***

**Pub. 2105, *Why Do I Have to Pay Taxes?***

**Pub. 3066, *Have You Had Your Check-Up This Year?... for 401(k) Retirement Plans***, a tri-panel pamphlet designed to inform and encourage employers to perform a periodic "check-up" of their 401(k) retirement plan through the use of a checklist (Pub. 4531) and how to initiate corrective actions if necessary.

**Pub. 3207, *Small Business Resource Guide*** CD-ROM

**Pub. 3611, *E-File Electronic Payments*** brochure

**Pub. 3780, *Tax Information for Small Construction Businesses***

**Pub. 3998, *Choosing a Retirement Plan for Your Small Business***

Also see Forms 5500, 5500-EZ, and 5558.

**Pub. 4118, *Lots of Benefits—Retirement Plans Life Cycle***, is an introductory brochure that highlights the benefits of retirement plans to both businesses and employees.

**Pub. 4132, *EFTPS Online Fact Sheet***

**Pub. 4169, *EFTPS Tax Professional Guide***

**Pub. 4222, *401(k) Plans for Small Businesses***

Also see Forms 5500, 5500-EZ, 5558.

**Pub. 4224, *Retirement Plan Correction Programs***, describes the retirement plan correction programs offered by the IRS, U.S. Department of Labor, and Pension Benefit Guaranty Corporation.

**Pub. 4284, *SIMPLE IRA Retirement Plan Checklist***

Also see Forms 5500, 5500-EZ, 5558.

**Pub. 4333, *SEP Retirement Plans for Small Businesses***

**Pub. 4334, *SIMPLE IRA Plans for Small Businesses***

**Pub. 4405, *Have You Had Your "Check-Up" This Year?...for SIMPLE IRAs, SEPs, and similar retirement plans***, a tri-panel pamphlet designed to inform and encourage employers to perform a periodic "check-up" of their IRA-based retirement plan through the use of checklists (Pubs 4284, 4285 and 4286) and how to initiate corrective actions if necessary.

**Pub. 4460, *The Retirement Plans Product Navigator***, highlights many of the publications and brochures created by the Employee Plans, Customer Education and Outreach Division of TE/GE and deals with IRA-based retirement plans.

**Pub. 4531, *401(k) Plan Checklist***

Also see Forms 5500, 5500-EZ, and 5558.

**Pub. 4587, *Payroll Deduction IRAs for Small Businesses***

**Pub. 4591, *Small Business Federal Tax Responsibilities***

**Pub. 4667, *Bookmark for Small Businesses***

**Pub. 4674, *Automatic Enrollment 401(k) Plans for Small Businesses***

**Pub. 4676, *Employment Tax Adjustment or Claim for Refund***

**Pub. 4689, *Your Rights as a Small Business Owner***

# THE PERFECT SOLUTION to the TAX PUZZLE

## Answers and More Answers

We hope you found this calendar helpful and fun. See the solutions to the tax brain teasers, right, and familiarize yourself with even more sources of advice and assistance from the IRS below.

**For tax solutions at your fingertips, tear out the Hints & Help page and keep it handy all year long!**

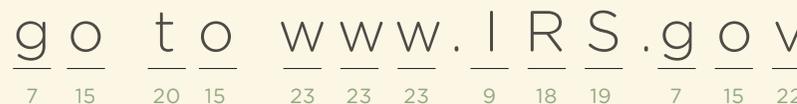


Word find warm up

July word scramble



October cryptogram



### IRS Assistance via the Internet

The IRS Web site, [www.irs.gov](http://www.irs.gov), offers convenient access to information 24 hours a day, seven days a week. The Web site provides information about everything from electronic filing/paying to tax forms (with instructions), publications, and important tax information for individuals and businesses.

### The Electronic Federal Tax Payment System (EFTPS)

EFTPS is the most secure, accurate, and easy to use method to pay all federal taxes—

including estimated taxes and installment payments—and replaces federal tax deposit (FTD) coupons and vouchers. The Department of Treasury provides all materials and software for EFTPS free of charge. EFTPS also offers taxpayers flexible payment options either online or by phone.

Taxpayers can make their payments day or night—seven days a week, 24 hours a day. EFTPS also allows you to schedule tax payments up to 120 days in advance for businesses or 365 days in advance for individuals. Sixteen months of payment history can be viewed online and with each transaction an

EFTPS Acknowledgement Number is provided as a receipt. To enroll or receive additional information, visit [www.eftps.gov](http://www.eftps.gov) or call EFTPS Customer Service at (800) 555-4477.

### TeleTax

TeleTax (800-829-4477) is the IRS telephone service that provides recorded tax information on about 150 topics and automated refund information. For the directory of topics, listen to topic 123. This Touch-tone service is available 24 hours a day, seven days a week and is also available in Spanish.

### Tax Forms and Publications

To order IRS tax forms and publications, call (800) 829-3676.

### Tax Assistance

Individual taxpayers can call (800) 829-1040, Monday through Friday, from 8 a.m. until 8 p.m. local time. Business taxpayers can call the Business and Specialty Tax Line at (800) 829-4933.

# HINTS & HELP

www.IRS.gov/smallbiz

## Tax Help for Small Businesses and the Self-Employed

If you are starting or currently operating a small business, IRS has extensive tax information, forms, publications and online tools and resources.

[www.IRS.gov/businesses](http://www.IRS.gov/businesses)  
Search words: tax information for businesses

## Small Business and Self-Employed One-Stop Resource

The IRS offers tax help through an indexed list of topics or alphabetically by business type (such as sole proprietor, partnership, or corporation).

[www.IRS.gov/smallbiz](http://www.IRS.gov/smallbiz)  
Search words: self-employed

## Employer ID Number

An Employer Identification Number (EIN), also known as a Federal Tax Identification Number, is used to identify a business entity.

[www.IRS.gov/businesses/small/article/0,,id=98350,00.html](http://www.IRS.gov/businesses/small/article/0,,id=98350,00.html)  
Search words: ein

## Starting, Operating or Closing a Business

Whether you are a budding entrepreneur or an established business owner, you will find everything you need here to start and manage your business venture.

[www.IRS.gov/businesses/small/article/0,,id=110417,00.html](http://www.IRS.gov/businesses/small/article/0,,id=110417,00.html)  
Search words: starting, operating, or closing

## Checklist for Starting a Business

This checklist provides the basic steps you should follow to start a business.

[www.IRS.gov/businesses/small/article/0,,id=98810,00.html](http://www.IRS.gov/businesses/small/article/0,,id=98810,00.html)  
Search words: checklist starting business

## New Social Security Tax Form

The IRS has developed a new form for employees who have been misclassified as independent contractors by an employer. Form 8919, *Uncollected Social Security and Medicare Tax on Wages*, will now be used to figure and report the employee's share of uncollected Social Security and Medicare taxes due on their compensation.

## Filing Extensions Changing for Some Businesses in 2009

Businesses filing Forms 1065, 1041 or 8804, which generate Schedules K-1 and other similar statements, now have five months instead of six to allow recipients of that information to timely prepare and file their respective returns.

## Business Taxes

The type of business you operate determines what taxes you must pay and how you pay them.

[www.IRS.gov/businesses/small/article/0,,id=98966,00.html](http://www.IRS.gov/businesses/small/article/0,,id=98966,00.html)  
Search words: business tax

## Other Small Business Resources

### IRS E-NEWS FOR SMALL BUSINESSES

Get free tax information by e-mail, bi-monthly. Receive news about important tax dates, what's new on the IRS Web site, recently added tax forms and publications, IRS news releases and special IRS announcements. Subscribe to this and other free e-newsletters in the Newsroom section of [www.IRS.gov](http://www.IRS.gov).

[www.IRS.gov](http://www.IRS.gov)  
Look under e-News Subscriptions.

## PUBLICATION 966, ELECTRONIC CHOICES TO PAY ALL YOUR FEDERAL TAXES

Information about EFTPS, a free system from the U.S. Department of the Treasury that enables business and individual taxpayers to make their federal tax payments electronically 24 hours a day, seven days a week through the Internet or by phone.

[www.IRS.gov/pub/irs-pdf/p966.pdf](http://www.IRS.gov/pub/irs-pdf/p966.pdf)

## BUSINESS.GOV

Official business link to the U.S. government managed by the U.S. Small Business Administration in a partnership with 21 other federal agencies.

[www.business.gov](http://www.business.gov)

## USA.GOV, USA.GOV EN ESPAÑOL

U.S. government information and services on the Web.

[www.usa.gov](http://www.usa.gov)

[www.usa.gov/gobiernousa/index.shtml](http://www.usa.gov/gobiernousa/index.shtml)

## STATE LINKS

This IRS.gov link connects to your state's Web site for small business information.

[www.IRS.gov/businesses/small/article/0,,id=99021,00.html](http://www.IRS.gov/businesses/small/article/0,,id=99021,00.html)

## Online Tools Available on IRS.gov

[Sales Tax Deduction Calculator](#)  
Search words: sales tax deduction

[Where's My Refund?](#)  
Search words: my refund

[IRS Withholding Calculator](#)  
Search words: withholding calculator

[Internet EIN: Application for Employer Identification Number](#)  
Search words: online EIN

[Electronic Federal Tax Payment System](#)  
Search words: EFTPS

[IRS e-file](#)  
Search words: e-file

[Online Payment Agreement](#)  
Search words: online payment agreement

[Authorized e-file Provider \(for Individuals\) List](#)  
Search words: e-file provider

[Alternative Minimum Tax \(AMT\) Assistant](#)  
Search words: AMT Assistant

[EITC Assistant \(in English and Spanish\)](#)  
Search words: EITC Assistant

[Tax Trails \(for answers to many common tax questions\)](#)  
Search words: Tax Trails

[Walk-in Site Search](#)  
Search words: tax assistance center

## Other Resources

### U.S. DEPARTMENT OF TREASURY

Internal Revenue Service  
1500 Pennsylvania Avenue NW  
Washington DC 20230

<http://www.irs.gov/business/index.html>

### SOCIAL SECURITY ADMINISTRATION

Visit the Business Services Online link to find applications that enable organizations and authorized individuals to conduct business with the Social Security Administration. This includes free electronic filing for Forms W-2.

[www.socialsecurity.gov](http://www.socialsecurity.gov)

### COPY A / FORM W-2 REPORTING

For questions about wage reporting (submitting Copy A of Form W-2 to SSA), refer to the SSA's Employer Reporting Service.

**(800) 772-6270**

**e-mail: [employerinfo@socialsecurity.gov](mailto:employerinfo@socialsecurity.gov)**

### GENERAL SSA BENEFIT QUESTIONS

For general Social Security benefit questions, refer to SSA's Tele Service Center.

**(800) 772-1213**

### SMALL BUSINESS ADMINISTRATION

The SBA's Small Business Planner includes information and resources that will help you at any stage of the business lifecycle. For information about SBA business development programs and services, call the SBA Small Business Answer Desk.

**(800) U-ASK-SBA (827-5722)**

or [www.sba.gov](http://www.sba.gov).

### U.S. DEPARTMENT OF COMMERCE

Office of Business Liaison  
14th Street and Constitution Avenue, NW  
Washington, DC 20230

[www.osec.doc.gov/obl](http://www.osec.doc.gov/obl)

### U.S. DEPARTMENT OF LABOR

Employment Standards Administration  
200 Constitution Avenue, NW  
Washington, DC 20210

Provides wages and work hours, workplace safety and health, and retirement and health benefits information.

[www.dol.gov](http://www.dol.gov)

### DEPARTMENT OF HOMELAND SECURITY

E-Verify (formerly known as the Basic Pilot/ Employment Eligibility Verification Program) is an Internet-based system operated by the Department of Homeland Security in partnership with the Social Security Administration that allows participating employers to electronically verify the employment eligibility of their newly hired employees.

[www.dhs.gov](http://www.dhs.gov).

**Search words: E-verify**

## Suggested IRS.gov Bookmarks

**Small Business and Self-Employed One-Stop Resource**  
[www.irs.gov/smallbiz](http://www.irs.gov/smallbiz)

**Self-Employed Search: Self-employed**

**Business Expenses Search: Business Expenses**

**E-file for Small Business Search: E-file for Business**

**Small Business Tax Workshops and Phone Forums**  
**Search: Workshops**

## Other IRS Tax Help

Appeals	<a href="http://www.irs.gov/appeals">www.irs.gov/appeals</a>
Business and Specialty Tax Help Line	<b>(800) 829-4933</b>
Credit Card Payments (Form 1040)	<b>(800) 2PAY.TAX (800) 272-9829</b> <b>(888) PAY.1040 (888) 729-1040</b>
Earned Income Tax Credit (EITC)	<a href="http://www.irs.gov">www.irs.gov</a> (keyword: EITC)
Electronic Federal Tax Payment System (EFTPS) Enrollment	Individuals: <b>(800) 316-6541</b> Business: <b>(800) 555-4477</b> Spanish: <b>(800) 244-4829</b> TTY/TDD: <b>(800) 733-4829</b>
Electronic IRS	<a href="http://www.irs.gov">www.irs.gov</a> (search: electronic IRS)
Employer Identification Number (EIN)	<a href="http://www.irs.gov">www.irs.gov</a> (keyword: EIN) or <b>(800) 829-4933</b>
Filing Locations	<a href="http://www.irs.gov/file">www.irs.gov/file</a>
Identity Theft	<a href="http://www.irs.gov">www.irs.gov</a> (keywords: Identity Theft)
Information Reporting Program Customer Service	<b>(866) 455-7438</b> International: <b>(304) 263-8700</b> TTY/TDD: <b>(304) 267-3367</b> E-mail: <a href="mailto:mccirp@irs.gov">mccirp@irs.gov</a>
Local IRS Office Locations	<a href="http://www.irs.gov/localcontacts">www.irs.gov/localcontacts</a>
National Taxpayer Advocate Case Intake Line	<a href="http://www.irs.gov/advocate">www.irs.gov/advocate</a> or <b>(877) 777-4778</b> or TTY/TDD: <b>(800) 829-4059</b>
TE/GE Customer Account Services	<b>(877) 829-5500</b>
Order Tax Forms or Publications	<a href="http://www.irs.gov/formspubs">www.irs.gov/formspubs</a> or <b>(800) 829-3676</b>
Tax Help Line for Individuals	<b>(800) 829-1040</b>
Where's My Refund?	<a href="http://www.irs.gov">www.irs.gov</a> (keywords: refund status) or <b>(800) 829-4477</b>



Internal Revenue Service  
SB/SE Office of Communications  
1222 Spruce Street  
Stop 10205TL  
St. Louis, MO 63103



Department of the Treasury  
Internal Revenue Service

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Publication 1518 (Rev. 10-2008)  
Catalog Number 12350Z

2009 IRS TAX CALENDAR *for* SMALL BUSINESSES & SELF-EMPLOYED

SOLVING the TAX PUZZLE TOGETHER