


TAX PAYMENT
CALENDAR

FEBRUARY
2017

<u>Date</u>			<u>Completed</u>	
<u>Payroll Date</u>	<u>Deposit Date</u>			
Jan 25 – 27	Feb 1	Semi-Weekly Payroll Tax Deposits. Employers that are semi-weekly depositors generally must deposit taxes withheld and FICA taxes on payrolls paid on Wednesday, Thursday or Friday on or before the following Wednesday, and deposit taxes from payments on other days on or before the following Friday. Deposit electronically. Indicate Form 941, Federal Tax Deposit, and first quarter.		
28 – 31	3			
Feb 1 – 3	8			
4 – 7	10			
8 – 10	15			
11 – 14	17			
15 – 17	23			
18 – 21	24			
22 – 24	Mar 1			
25 – 28	3			
10	Personal Property Tax Affidavits must be received by local assessor.			
13	Michigan sales and use tax deposit for the month of January to claim early payment discount.			
14	Valentine's Day.			
15	Michigan Annual Report - Limited Liability Companies.			
15	Employers that are monthly depositors must deposit taxes withheld and FICA taxes on payrolls paid during January. Deposit electronically. Indicate Form 941, Federal Tax Deposit, and first quarter.			
15	Corporations with fiscal year ending February 28, May 31, August 31, or October 31: <ul style="list-style-type: none"> • Deposit estimated federal income tax electronically. Indicate Form 1120 and Federal Tax Deposit. 			
15	Corporations with fiscal year ending November 30: <ul style="list-style-type: none"> • Federal Income Tax Return - Form 1120 or 1120S. • Deposit balance of tax due electronically. Indicate Form 1120 and Balance Due on Return. • Pay accrued compensation, charitable contributions, retirement plan contributions, etc. 			
15	Corporations with fiscal year ending January 31, April 30, July 31, or October 31: <ul style="list-style-type: none"> • Pay CIT estimate to State of Michigan. 			
20	Presidents' Day			
21	Michigan Sales, Use, and Withholding Taxes Return for the month of January.			
21	Personal Property Tax Returns must be received by local assessor.			
28	Form 1096 – Annual Summary and Transmittal, accompanied by copy of Forms 1099-INT or 1099-DIV and/or Forms 1098.			
28	Michigan Annual Return for Sales, Use, and Withholding Taxes. Enclose state copy of Forms W-2 and 1099-MISC.			
28	Corporations with fiscal year ending October 31: <ul style="list-style-type: none"> • File CIT return and pay balance due to State of Michigan. 			
28	Paczki Day. Round, sugarcoated, and fruit-filled Polish pre-Lenten pastries available in bakeries nationwide.			



JANUARY

SU	M	T	W	TH	F	SA
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				

FEBRUARY

SU	M	T	W	TH	F	SA
			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				

MARCH

SU	M	T	W	TH	F	SA
			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	



February 2017

USER ACCESS MANAGEMENT

Technology continues to evolve every year and has become an integral and necessary part of business operation. This makes Cybersecurity a very important risk management issue that every business must take seriously. Unauthorized access to company data such as bank account information, employee records and vendor lists must be controlled and prevented. We now have to use multiple layers of passwords, firewalls and virus detection software to keep our data safe. Many programs or applications are now being hosted online in the “Cloud” or are accessible from off-site computers.

One aspect of Cybersecurity we don't seem to hear a lot about is User Access Management. We have a tendency to create “users” to our systems and programs but never review the user list. This issue is especially evident in small businesses. In today's society, it is common for individuals to change jobs or roles often, so user access rights to computers and software should be periodically evaluated. These individuals can be direct employees of the organization or can be third-party users who provide support activities such as computer technicians, bankers or accountants. Organizations should implement User Access Management processes and policies which actively monitor access privileges. Removing or revoking user access is especially important when the user has terminated employment or changed roles in the organization. We also have to remember to remove or revoke access when there are changes in the business relationship with third party users. The list of third party users can be quite long, so you really need to have a process in place to keep track of all those users which you have given access to your system. When was the last time you reviewed your user access privileges for each and every one of your software applications? We encourage you to contact your IT support and discuss how best to keep your systems updated for cybersecurity and user access.

NEW VERSION OF FORM I-9 RELEASED

The U.S. Citizenship and Immigration Service (USCIS) has released a revised version of Form I-9 - Employment Eligibility Verification. Employers are prohibited from hiring people, including U.S. citizens, for employment in the United States without verifying their identity and employment authorization on Form I-9. Dated 11/14/2016, the form includes several changes, including prompts to ensure information correctly, the ability to enter multiple preparers, and a dedicated area for additional information. The form may be filled in by computer and then printed for signature, or a blank form may be printed and completed manually. The new version of Form I-9 and related instructions is available on the USCIS website at www.uscis.gov.

NO CHANGE TO MICHIGAN WITHHOLDING TABLES

In January, the Michigan Department of Treasury announced that there will be no change to the Michigan Income Tax Withholding Tables for 2017. The annual exemption amount remains at \$ 4,000 and the tax rate remains at 4.25%.