

TAX PAYMENT
CALENDAR

JUNE
2017

<u>Date</u>	<u>Deposit Date</u>		<u>Completed</u>
<u>Payroll Date</u> May 24 - 26 27 - 30 31 - June 2 June 3 - 6 7 - 9 10 - 13 14 - 16 17 - 20 21 - 23 24 - 27 28 - 30	June 1 2 7 9 14 16 21 23 28 30 July 6	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 second quarter.	
9		Client Appreciation-Free Shred Day, South Haven Office, 11:30 AM to 1:30 PM.	
12		Michigan sales and use tax deposit for month of May to claim early payment discount.	
15		Employers that are monthly depositors must deposit taxes withheld and FICA taxes on payrolls paid during May. Deposit electronically. Indicate Form 941, Federal Tax Deposit, and second quarter.	
15		Corporations with fiscal year ending June 30, September 30, December 31, or February 28: • Deposit estimated federal income tax electronically. Indicate Form 1120 and Federal Tax Deposit.	
15		Corporations with fiscal year ending February 28: • Federal Income Tax Return - Form 1120. • 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 February 28, May 31, August 31, or November 30: • Pay CIT estimate to State of Michigan.	
15		Second voucher due for individual income tax estimates - both State and Federal.	
16		Client Appreciation-Free Shred Day, Grand Haven Office, 11:30 AM to 1:30 PM.	
18		Father's Day.	
20		Michigan Sales, Use and Withholding Taxes Return for the month of May.	
23		Client Appreciation-Free Shred Day, Holland Office, 11:30 AM to 1:30 PM.	
30		Corporations with fiscal year ending February 28: • File CIT return and pay balance due to State of Michigan.	



MAY

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			

JUNE

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	

JULY

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					



JUNE 2017

COMPILING IMPORTANT FINANCIAL AND ADVISOR INFORMATION

As your personal, financial, and legal records have grown in volume and importance over the years, the task of organizing such documents may seem overwhelming. And yet, the importance of having your vital records readily accessible cannot be over emphasized. In the event of your untimely incapacitation or death, your loved ones will need many of these documents to ensure that your wishes are carried out and your bills are paid. You certainly don't want them to be burdened with locating numerous documents and records during such an emotionally difficult time.

By organizing your important records, you can express your wishes, such as how you want your property to be distributed, your intentions for life-sustaining measures, and any special preferences for your funeral and burial arrangements. By completing the necessary information and filing your documents in one convenient location, your heirs will be able to easily locate them. This helps ensure that your wishes are known and minimizes the risk of family disputes. Also, this information will help expedite the settlement of your estate upon your death.

Here are some of the many documents and other important information that should be gathered:

- Copy of your will and/or revocable living trust, medical and general powers of attorney, and other legal documents.
- List of all bank and brokerage accounts.
- Beneficiary designation forms for all IRAs and other retirement accounts.
- Insurance policies for life, health, disability, long term care, and property.
- Title to your car(s).
- Information on all loans and credit card accounts.
- Password and login information for all your online accounts.
- The names and contact information for your financial advisors, such as attorney, CPA, insurance agent(s), and other advisors.

Organizing your essential records can help you understand your financial picture, plan for the future, and communicate those plans to the appropriate individuals. Once you've completed this project, you will have the peace of mind in knowing that your affairs are in order. You may wish to tackle this project all at once or a little at a time, but once you've set a goal to compile and organize your important records, you should follow through with its completion. You'll also need to update this information as your financial situation evolves.

There are a number of different ways for you to organize your important records and we encourage you to develop a system that works for you.