


<u>Date</u>			<u>Completed</u>
<u>Payroll Date</u> Dec 26 - 28 29 - 31 Jan 1 2 - 4 5 - 8 9 - 11 12 - 15 16 - 18 19 - 22 23 - 25 26 - 29 30 - Feb 1	<u>Deposit Date</u> Jan 3 4 4 9 11 16 18 24 25 30 Feb 1 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 first quarter (fourth quarter for December payroll deposits due January 3 & 4).	
1	<h2><i>New Year's Day!</i></h2>		
14	Michigan sales and use tax deposit for the month of December or fourth quarter to claim early payment discount.		
15	Voucher #4 due for individual income tax estimates, both State and Federal. To avoid any additional interest and/or penalty charges, taxpayers should have paid in at least 90% of their projected 2018 tax liability (or 100% of the prior year's tax if eligible, or 110% of the prior year's tax). Also see January 31 below.		
15	Employers that are monthly depositors must deposit taxes withheld and FICA taxes on payrolls paid during December. Deposit electronically. Indicate Form 941, Federal Tax Deposit, and fourth quarter.		
15	Corporations with fiscal year ending January 31, April 30, July 31 or September 30: * Deposit estimated federal income tax electronically. Indicate Form 1120 and Federal Tax Deposit.		
15	Corporations with fiscal year ending September 30: * 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 March 31, June 30, September 30, or December 31: * Pay CIT estimate to State of Michigan.		
21	Martin Luther King, Jr. Federal Holiday		
22	Michigan Sales, Use, and Withholding Taxes Return for the month or quarter ended December 31.		
25	State Employer's Quarterly Wage/Tax Report (Form UA-1028). Pay to State of Michigan - Unemployment Agency.		
31	Corporations with fiscal year ending September 30: * File CIT return and pay balance due to State of Michigan.		
31	Form 1040 - Individual income tax return can be filed in lieu of fourth quarter payment of estimated tax.		

Date		Completed
31	<p>Quarterly and Annual payroll reports and deposits:</p> <ul style="list-style-type: none"> * Form 940 - Employer's Annual Federal Unemployment Tax Return; deposit balance due electronically. Indicate Form 940, Balance Due on Return, and fourth quarter. * Form 941 - Employer's Quarterly Federal Tax Return; deposit balance due electronically. Indicate Form 941, Balance Due on Return, and fourth quarter. * Form 943 - Employer's Annual Tax Return for Agricultural Employees; pay balance due electronically. Indicate Form 943, Balance Due on Return, and fourth quarter. * Form 944 - Employer's Annual Federal Tax Return; pay balance due electronically or with return to United States Treasury. * Form 945 - Annual Return of Withheld Federal Income Tax for nonpayroll payments; pay balance due electronically or with return to United States Treasury. * Form W-2 - Annual Wage and Tax Statement must be given to employees. * Form W-3 - Transmittal of Income and Tax Statements, accompanied by copy of Forms W-2. * Form 1096 - Annual Summary and Transmittal, accompanied by copy of Forms 1099-MISC reporting non-employee compensation in Box 7. * State copy of Forms W-2 and 1099 due to State of Michigan. * Form 1099 - must be given to certain recipients of interest, dividends, rents, royalties, commissions and other miscellaneous types of income. 	



NEW BUSINESS MILEAGE RATE

The IRS has announced that the standard mileage rate for business travel will be 58 cents per mile for 2019, an increase from 54.5 cents for 2018. Employers may use the standard mileage rate to pay for auto expenses incurred by employees under a reimbursement or expense allowance arrangement, provided that accountable plan requirements are satisfied. Reimbursement in excess of the standard rate creates taxable compensation subject to payroll taxes.

The standard mileage rate for charitable use of a vehicle remains at 14 cents per mile. The rate for use of a vehicle to obtain medical care will be 20 cents per mile for 2019, up from 18 cents for 2018.

TRANSFERRING DATA FILES ELECTRONICALLY

Did you know that you can upload your data files to us electronically through our website? This allows a much safer and more efficient transfer of files, such as Word, Excel, PDF, and QuickBooks data files. The process is simple and secure. No more flash drives! To get started, go to www.dbccpa.com and click on Client Portal. You will make your electronic files (portable file, accountant's review copy, etc.) as you usually do, but instead of copying it to a flash drive you can upload via our website.

TAX SEASON OFFICE HOURS

From February 4 through April 13, 2019, our offices will be open during the following hours:

Monday through Thursday	8:00 a.m. – 6:00 p.m.
Friday	8:00 a.m. – 5:00 p.m.
Saturday	8:00 a.m. – 12:00 p.m.

Appointments may also be scheduled at other times by calling one of our offices.

DECEMBER

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JANUARY

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FEBRUARY

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January 2019

PAYROLL TAX CHANGES FOR 2019

With the New Year comes a new payroll tax year. Since many payroll tax rates and bases have changed once again, now is a good time to review the various payroll taxes for 2019. You may wish to keep this annual payroll tax summary on hand as a reference throughout the year.

MICHIGAN MINIMUM WAGE

The state minimum wage rate for Michigan employees is expected to increase in 2019. The exact date and amount of the increase has not yet been released. Watch for further details as well as information regarding the new Paid Medical Leave Act scheduled to take effect in 2019.

FEDERAL AND MICHIGAN WITHHOLDING

The Internal Revenue Service has issued new federal withholding tables and formulas for wages paid after December 31, 2018. These new withholding amounts reflect the annual inflation adjustments.

The Michigan Department of Treasury has released the 2019 State Income Tax Withholding Tables. The annual exemption amount has increased to \$ 4,400, while the tax rate remains at 4.25%.

SOCIAL SECURITY AND MEDICARE

The wage base for the social security tax increases to \$ 132,900 (maximum withholding per employee = \$ 8,239.80). Wages subject to Medicare withholding remain unlimited. Employers must also withhold 0.9% additional Medicare tax on wages paid to any employee in excess of \$ 200,000 if they are filing as single or \$ 250,000 if they are filing a joint return. There were no changes to the employer or employee tax rates for either Social Security (6.2%) or Medicare (1.45%).

There is an increase in the amount of earned income a recipient of Social Security can receive without losing benefits for 2019. The maximum amount for a beneficiary under full retirement age is \$ 17,640, up from \$ 17,040 in 2018. For workers who reach full retirement age during 2019, the maximum is \$ 46,920 or \$ 3,910 per month for the months prior to full retirement age. This is no earning limit for beneficiaries once they reach full retirement age.

SELF EMPLOYMENT

The maximum earnings subject to the 12.4% Social Security portion of the self-employment tax will increase to \$ 132,900 for 2019. The Medicare portion remains at 2.9%. An additional 0.9% Medicare tax remains unchanged on any self-employment earnings in excess of \$ 200,000 if filing single or \$ 250,000 if filing a joint return.

MICHIGAN UNEMPLOYMENT

The Michigan unemployment rate is assigned annually to each employer during the first quarter of the year based on an experience-rated formula. The initial wage base for 2019 will be \$ 9,000 for non-delinquent employers who are current with their unemployment payments and \$ 9,500 for all the other employers. Be sure to forward a copy of your Rate Determination notice to our office if we prepare your payroll tax returns.

FEDERAL UNEMPLOYMENT

Federal unemployment remains unchanged with a net tax rate of 0.6% and a wage base of \$ 7,000.

REPORTING AND DEPOSIT REMINDERS

FORMS W-2 AND W-3

Reminder: Forms W-2 and W-3 must be submitted to the Internal Revenue Service by January 31, 2019.

FORM 1099

Payments of rents, dividends, interest and certain other payments made in the course of a trade or business must be reported to the recipient and the Internal Revenue Service on Form 1099. One type of payment that is often overlooked is fees of \$600 or more paid to subcontractors, corporate directors, attorneys and other service providers who are not employees or corporations. Accounting fees of \$600 or more paid to us in connection with your business must be reported since De Boer, Baumann & Company, P.L.C. is not a corporation. (Our Taxpayer Identification Number is 38-1968022.) If you do not have the necessary addresses and identification numbers to complete Form 1099, use Form W-9 to request this information from your vendor. Provide Form 1099 to each recipient by January 31, 2019. **Reminder: Form 1099-MISC reporting non-employee compensation in box 7 must be submitted to the Internal Revenue Service by January 31, 2019.** Other types of Form 1099 must be submitted to the IRS by February 28, 2019.

Attorneys' fees of \$600 or more paid in the course of a trade or business continue to be reportable in box 7 of Form 1099-MISC. However, for payments in the course of a trade or business to an attorney where the portion that is for legal fees cannot be determined, the total amount paid to the attorney (gross proceeds) must be reported in box 14. Also, the exemption from reporting payments made to corporations does not apply to payments for legal services. Therefore, attorneys' fees or gross proceeds paid must also be reported for payments to corporations that provide legal services.

NEW DEADLINE FOR SUBMITTING STATE COPIES OF FEDERAL FORMS TO STATE OF MICHIGAN

The only forms that are submitted to the Internal Revenue Service that are also required to be filed with the Michigan Department of Treasury are the Form W-2 (for wages earned in Michigan), W-2G (for certain gambling winnings received in Michigan), 1099-R (for distributions from pensions, annuities, retirement or profit-sharing plans received in Michigan) or 1099-MISC (for services performed in Michigan). **These forms must be submitted to the State by January 31, 2019.** They may be submitted along with the Annual Sales, Use & Withholding Annual Return Form 5081, by mail with a cover letter indicating the business name and Tax Identification number, or electronically via a new feature on the MTO website home page, which is to be released mid-January. Note that the due date for the Form 5081 has not changed from February 28, 2019. However, if W-2 and 1099 forms are submitted after the January 31, 2019 deadline, even with the Form 5081, they will be considered late. The State is advising that everyone take advantage of the new feature to e-file via MTO to avoid late filing penalties.

PERSONAL USE OF COMPANY VEHICLES

The value of any personal use of company vehicles by employees is generally a taxable benefit that must be included on Form W-2 in boxes 1, 3, 5 and 16. It can either be included with regular cash compensation or shown on a separate Form W-2. Employers must also report the value of the benefit separately in box 14.

S-CORPORATIONS

The cost of fringe benefits such as health insurance premiums and disability insurance premiums paid for the benefit of a 2% S-Corporation shareholder and certain family members must be included in the employee's income as additional compensation. These amounts are considered wages, which must be reported on Form W-2 and are subject to withholding. These amounts are exempt from social security tax and unemployment taxes if the payments are made under a written plan for employees and their dependents.