

Tax Related Tasks that I have listing in my 2DO Ap. Items recur on the same day every year.

**Tax Prep Schedule that I have in my 2Do App** (all items repeat annually)

- 15-Dec Complete a spreadsheet to track year-end donations. Donee, amount, checks cashed and donation receipts  
Ideally all would be QCD as checks we write, or we complete a form and Fidelity mails the checks.
- 1-Jan Set up/Copy e-file folders for "(Year) Tax Folder". If completed, do it for the following year.  
Review Schedules and Documents to gather (in folder, Checklist of ToDos ...)  
Make manila folder(s) for receipt of Donation Receipts for donations >\$250; other mailed tax documents (SSA-1099s).
- 7-Jan If we did not receive in mail, get new IRA Identity Protection PINs (IP PIN) needed for e-file. Web site.
- 10-Jan Complete the list of ~15 screen shots of reports from Quicken, EFTPS, MyPath  
Summarize Income Tax Payments and W/H in calendar year (Fed, State, Local) in format accountant uses.
- 21-Jan Save as PDFs all 5498 statements. Summarize year-end total in spreadsheet.  
Save as PDFs 1099-Rs.
- 25-Jan Make most entries in accountant's organizer, noting what I may still be missing  
Print all supporting documents needed (1099-B, R, SSA, G and MISC if appropriate)
- 1-Feb Contact charities if checks not cashed or if no receipt letter
- 12-Feb Save as PDF 1099-B (Int, Div, and transactions for Sched D). Print for accountant.  
Complete info for Schedules B and D in accountant's organizer
- 15-Mar Get K-1 and scan. This is last tax reporting document needed to complete information for accountant.  
Complete accountant's organizer. Assemble all supporting documents needed.  
Deliver to accountant.

**For current tax year:**

- 21-Jan Enter ACH for Fed and State est. income taxes (EFTPS, MyPath) for Q1, Q2, Q3
- 1-Aug Draft tax plan for the year. Revise ACHs for Q3 09-15 as appropriate.
- 15-Oct Plan donations for the year
- 15-Nov Final tax plan for the year and donations. Draft tax plan for the next year.
- 30-Nov Final SSA calculation. Sell securities. Withhold balance of Fed income taxes due from distributions from IRAs.
- 31-Dec Do I need est. tax payments for Q4 on 01-15? (I shouldn't)