

# 501 Reporting Calendar

## 501 REPORTING CALENDAR

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### **Policy:**

All parishes and Archdiocesan, ACS, parish, and Interparish/Regional schools must comply with the following calendar of Federal and State tax-reporting requirements:

### **Procedure:**

#### **By January 31st:**

- Furnish employees and independent contractors with form W-2 or 1099.
- File 941 & deposit any un-deposited federal payroll withholdings
- File MW506 & deposit any un-deposited state payroll withholdings
- File Parish Quarterly Report with the Archdiocese

#### **By January 31st:**

- File forms W-2 & W-3 if filing in paper format.

Note: Do not file these before January 31 as changes can be made up to this date to correct errors.

- File forms 1099 & 1096 if in paper format.
- File forms MW 508.

#### **By January 31st:**

- File forms W-2 and 1099 if filing electronically

## **By February 15th:**

- Request new W-4 and MW-507 from employees if changes have occurred

## **By April 15th:**

- File Maryland Form 1

## **By April 30th:**

- File 941 & deposit any un-deposited federal payroll withholdings
- File MW506 & deposit any un-deposited state payroll withholdings
- File Parish Quarterly Financial Report.

## **By July 31st:**

- File 941 & deposit any un-deposited federal payroll withholdings
- File MW506 & deposit any un-deposited state payroll withholdings

## **By August 15th:**

- File Parish Annual Financial Report.
- File School Annual Financial Report.

## **By September 30th:**

- File Parish Annual Consolidated Report.

## **By October 31st:**

- File 941 & deposit any un-deposited federal payroll withholdings
- File MW506 & deposit any un-deposited state payroll withholdings
- File Parish Quarterly Financial Report.

## **By December 1st:**

- Remind employees to submit a new Form W-4 if their withholding allowances have changed or will change in the next year.