October 2017

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **2** | **3** | **4** | **5** | **6**  Begin creating Q3 audit reports |
| **9**  Bank Holiday | **10** | **11** | **12** | **13** |
| **16** | **17** | **18** | **19** | **20** |
| **23** | **24** | **25** | **26**  Pick up 2018 tax code download | **27**  Deadline for submitting 2017/2018 calendar changes |
| **30** | **31** |  |  |  |

November 2017

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
|  |  | **1** | **2**  Deadline for submitting negative wage assistance to be completed by amendment black out | **3** |
| **6**  Deadline to submit add-on, FEIN or legal name changes effective 1/1/2018 | **7** | **8** | **9** | **10** |
| **13** | **14** | **15** | **16**  Last day to request amendments for  Q1-Q3 5:00pm PST | **17**  AMENDMENT BLACK OUT BEGINS |
| **20** | **21** | **22** | **23**  ADP, Bank, Fed Ex & UPS Holiday | **24** |
| **27** | **28** | **29** | **30** |  |

December 2017

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
|  |  |  |  | **1**  Begin creating Q4 audit reports |
| **4** | **5** | **6** | **7** | **8** |
| **11** | **12** | **13** | **14** | **15**  Deadline for submitting Tax Masterfile changes, compID cancellations, 1099 exceptions |
| **18** | **19** | **20** | **21** | **22** |
| **25**  ADP, Bank, Fed Ex & UPS Holiday | **26**  First day for producing W-2s/1099s | **27** | **28** | **29**  Last day to process payrolls>100k with 12/31 check date |

January 2018

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **1**  ADP, Bank, Fed Ex & UPS Holiday | **2**  Deposit due for liabilities>100k with 12/31 check date | **3** | **4**  Last day to process payrolls<100k with 12/31 check date  Quarter/Year End close 12:00pm local | **5**  Deposit due for liabilities<100k with 12/31 check date  2017 CALC BLACK OUT (processing resumes on January 8th) |
| **8**  Begin partial W-2s/1099 processing  Reclose fee $100 per BCC | **9**  Partial W-2s/1099 processing  Reclose fee $100 per BCC | **10**  Last day for partial W-2s/1099 processing 12:00pm local  Reclose fee $100 per BCC | **11**  2017 BLACK OUT BEGINS (processing resumes February 1st) | **12** |
| **15**  Bank Holiday | **16** | **17**  Begin creating and shipping consolidated and replacement W-2 CDs | **18** | **19** |
| **22** | **23** | **24** | **25** | **26**  W-2s loaded into PRWC by end of day  Final print/ship for W-2s/1099s |
| **29** | **30** | **31** |  |  |

February 2018

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
|  |  |  | **1**  Black out ends  W-2c production begins | **2**  Distribution of Q4 SODs in Smart Compliance |
| **5** | **6** | **7** | **8** | **9** |
| **12** | **13** | **14** | **15** | **16** |
| **19**  Bank Holiday | **20** | **21** | **22** | **23** |
| **26** | **27** | **28** |  |  |