Year End Duties to Remember

1. File your Utility Receipt Tax Return Form URT -1 Due April 15
2. File your Video Franchise Report download from the Indiana Regulatory Commission Website Due March 1
3. Make a list of outstanding checks that are 2 years old to be cancelled out due March 1
4. File Gateway Debt Management Report through Gateway due March 1
5. File your Annual Report through Gateway due no later than 60 days after the close of the fiscal year.
6. File 4th Quarter 941 due January 31
7. File 4th Quarter Unemployment Report Due January 31
8. Send your W2’s Copy A along with the W3 to the Social Security Administration due January 31
9. Send your Copy A 1099’s along with the 1096 to the Internal Revenue Service due January 31
10. Send your WH-3 W2’s through INTAX due January 31
11. File USDA Annual Reports if you have USDA debt due March 31
12. File form 100R through Gateway due January 31
13. File a Revised EDIT 2-year tax spending plan with the County Auditor. Due every other year usually by March 1
14. Submit Annual Engagement Uploads in Gateway. The annual engagement uploads consist of Year end bank statement, year end outstanding check list, year end investment statements, detail of receipt activity, detail of disbursement activity, current year salary ordinance and annual vendor history report