

COMPREHENSIVE
year-end
ACCOUNTING GUIDE

2023 TAX DEADLINES &
DOCUMENT ORGANIZER

20 major tax 23 deadlines

JANUARY

1/16: Q4 Estimated Tax Payment Due

1/31: W-2's Due From Employers &
Various 1099s Due

FEBRUARY

2/15: Re-File form W-4 if needed

MARCH

3/15: Form 1065 & Form 1120S Tax Returns Due Or Due Date
For Filing Extension

APRIL

4/3: 2022 Required Minimum Distributions
(RMD) must be taken if you turned 72 in 2022

4/18: Form 1040 and Form 1120 Tax Returns Due
or Due Date for Filing For an Extension

FOR
REFERENCE
ONLY
consult your
tax accountant

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20 23 major tax deadlines

APRIL

4/18: Deadline for IRA & HSA retirement contributions towards 2022

4/18: Q1 Estimated Tax Payment Due

JUNE

6/15: Q2 Estimated Tax Payment Due

SEPTEMBER

9/15: Extended Form 1065 & Form 1120S Tax Returns Due

9/15: Q3 Estimated Tax Payment Due

OCTOBER

10/16: Extended Form 1040 and Form 1120 Tax Returns Due

DECEMBER

12/31: 2023 Required Minimum Distributions (RMD) must be taken if applicable

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2023 tax document organizer

PERSONAL INFORMATION

SSN, Date of Birth, Spouse's Information, Identity Protection PIN(s), Bank Account and Routing Information (if you choose to direct deposit or pay for a balance due)

INCOME FROM EMPLOYMENT

Form W-2 or 1099s

INCOME FROM INVESTMENTS

Brokerage Statements (1099-B, 1099-INT, 1099-DIV)

K-1s

BUSINESS/RENTAL INCOME + EXPENSES

Profit & Loss Statement, Capital Asset Purchases, Home Office + Home Sq Footage (if applicable)

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20 23 tax document organizer

MISCELLANEOUS INCOME

Form 1099-G, Form 1099-R, Form SSA-1099, Form 1099-C, Taxable Alimony Received, Gambling Winnings, Scholarships

PROOF OF EXPENSES

Medical + Dental Expenses, Child Care Costs, Form 1098-T, Form 1098, Charitable Donations, Casualty + Theft Losses

PROOF OF TAXES PAID

Estimated Tax Payments, State + Local Taxes Paid, Property Taxes Paid

MISCELLANEOUS DOCUMENTS

IRA + HSA Contributions, Self-Employed Health Insurance Premiums, Deductible Alimony Paid, Educator Expenses, Student Loan Interest Paid

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Ready to be on top of your
finances in 2023?

We'd love to help!

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