



2011 Tax Calendar and Filing Options

12/15 – Due date of the 4th and final installment of 2010 Estimated Tax Payments for Corporations only.

01/17 – Due date of the 4th and final installment of 2010 Estimated Tax Payments for individuals.

01/31 – Due date of 4th Quarter Payroll Tax Returns, Form W-2's, and Form 1099's. [Accounting information must be received by January 15th]

03/15 – Due date of Corporation and S-Corporation Tax Returns, or to file an Extension until September 15th. Due date for Employer Contributions to SEP, SIMPLE and 401K Retirement Plans.

04/15 – Due date of Personal, Estate & Trust, and Partnership Tax Returns, or to file an Extension until October 15th (September 15th for Partnership and Estate & Trust Returns). Due date for IRA, Roth IRA, and Health Savings Account contributions; and for SEP, SIMPLE and Single K Retirement Contributions for **Sole Proprietors**. Due date for the 1st installment of 2011 Estimated Tax Payments for individuals and Corporations.

05/02 – Due date of 1st Quarter Payroll Tax Returns. [Accounting information must be received by April 15th]

05/16 – Due date of Calendar Year Non-Profit Tax Returns, or to file an Extension until August 15th.

06/15 – Due date of the 2nd installment of 2011 Estimated Tax Payments for individuals and Corporations.

08/01 – Due date of 2nd Quarter Payroll Tax Returns. [Accounting information must be received by July 15th]

08/15 – Final due date of Non-Profit Returns for which an extension was filed in May.

09/15 – Final due date of Corporation, S-Corporation, Partnership, and Estate & Trust Tax Returns for which extensions were filed in March. Final due date for Employer Matching Contributions to SEP, SIMPLE and 401K Retirement Plans with an extension. Due date for the 3rd installment of 2011 Estimated Tax Payments for individuals and Corporations.

10/17 – Final due date for Personal Income Tax Returns for which an extension was filed in April.

10/31 – Due date for 3rd Quarter Payroll Tax Returns. [Accounting information must be received by October 15th] [...flip over to continue...]



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Electronic Filing Services

The IRS is scheduled to begin accepting e-filed personal tax returns on or around **January 12th**. However, most State's do not begin accepting until around January 20th. Returns with itemized deductions may not be filed before February 15th. E-filing is now mandatory (except in special cases where returns must be paper-filed), and also enables us to receive your signature by fax or e-mail saving you a trip to our office. We will e-mail a secured copy of your return for review prior to signature. It is strongly suggested that you review your return before signing. [PDF copies of your returns which are sent by e-mail will be password protected.]

Refund and Payment Options

Paying Tax Preparation Fees – Payment of all tax preparation fees is due upon filing of your return. There are however, three additional options (A, B, and C), if you wish to have the fees deducted from your refund.

Direct Deposit (recommended) – Refund's in 10-16 days with *no additional fees*. You are allowed to have your refund direct deposited in up to three separate bank accounts. We do not charge additional fees for this option as long as you are paying your tax preparation fees by cash, check, Visa, MasterCard, or American Express.

Refund Anticipation Loans (RAL) – Due to the IRS's elimination of the debt indicator, ***refund loans will not be available in 2011.***

(A) Electronic Refund Deposit (ERD) – Have your tax preparation fees deducted from your refund and the balance direct deposited to your bank account. Bank processing fees will be \$37.90 in addition to normal tax preparation fees (plus \$14 for state refunds). Refunds are issued in 8 to 15 days.

(B) Electronic Refund Check (ERC) – Have your tax preparation fees deducted from your refund and a check for the balance printed in our office. Bank processing fees will be \$37.90 in additional to normal tax preparation fees (plus \$14 for state refunds). Refunds are issued in 7 to 14 days. This option is only ideal for those who wish to pay for tax preparation services out of their tax refund and either do not have a bank account, or simply prefer to receive a physical check.

[Our Certified Bank Checks will be issued by Bank of America, which should make them easier to cash. Bank of America will not charge a check cashing fee as long as you have a Bank of America Mortgage, Credit Card, Loan, Checking Account, Savings Account, CD, or IRA. Bank of America will charge a \$6.00 fee for those without a Bank of America account. Wal-Mart will also cash the checks up to \$5,000 for a flat fee of \$6 for checks between \$1,000 and \$5,000 and only \$3 or 1% for checks less than \$1,000.]

(C) Get It Prepaid MasterCard® – Have your tax preparation fees deducted from your refund and the balance credited to a prepaid MasterCard which is issued in our office. The Get It Card is a permanent banking account issued by The Bancorp Bank, member FDIC. Deposits are FDIC insured up to \$250,000. The fees for the Get It Card are also \$37.90 (plus \$14 for state refunds). You can choose whether or not to keep the account open permanently, and may have your payroll or pension checks direct deposited. This option is ideal for those who have been otherwise unable to open bank accounts.

Do you owe taxes? – If you owe Federal or State Taxes you may choose to have your payment debited from your checking account, or you may make payments by credit card. The companies that handle credit card processing for the government do charge fees of up to 2.49% for this service. Scheduling a direct debit from your checking account at the time the return is filed is the fastest, easiest, and cheapest way (it's free). You also have the option of mailing a check or money order along with the 1040-V Payment Voucher which is printed with your tax return.