



2024 Tax Organizers

If you would like to receive your 2024 tax organizer via email or U.S. mail, please send us an email or give us a call. Clients on our "mail-only" list will automatically receive their organizers via U.S. mail. If you would like to receive yours by U.S. mail, email, or would like to be added to our mail-only list, please let us know. We have found that most clients do not utilize tax organizers, so they are only available upon request.

Electronic Filing Services

This year, the IRS will begin accepting electronically filed personal tax returns on January 27th. E-filing is mandatory under our license, except in rare instances when a particular return can only be paper-filed. The IRS allows us to receive your signature electronically, saving an extra trip to our office.

Gather Documents Showing Wage, Business and Other Income

If you work as an employee, you should receive a W-2 from your employer(s) by early February, showing your earnings for the year and the total tax withheld from your paychecks. If you are self-employed (including gig economy work) or own a business, you should receive 1099 forms from your clients' showing fees paid to you.

Interest, dividends, and capital gains income, along with royalties from past work are also reported on 1099 forms. Recipients of unemployment benefits and/or taxable Social Security benefits should receive a year-end statement detailing these payments as well. Store all these documents with your tax records.

Organize Records of Other Potentially Taxable Transactions

The sale of major assets like stock, a house or any other "big ticket" item may yield a taxable capital gain. Many cryptocurrency transactions (such as buying and selling Bitcoin) also have tax implications, since the IRS classifies cryptocurrencies as property. Make sure you have complete records (from the purchase and sale) of all your significant financial and property transactions during 2024.

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Start Early

Staying ahead of the tax game is important. Start assembling your records as soon as you receive them. If you have any questions, we can help you identify and organize the documents you need. Just remember that we have far greater availability early in the tax season than at the last minute.

Tax documents may be sent to us via U.S. Mail, secure upload to your Client Portal, secure upload to a link we will provide, hand delivered, placed in the drop box outside the office door, or by email.

We will normally e-mail a secure copy of your return for review along with an electronic signature document. It is strongly recommended that you review your return thoroughly for errors and omissions (including name, address, and bank account changes) before signing. Your return and signature forms will be sent (securely) via a redacted email, ShareFile and RightSignature. Visit our [Client Portal](#) page for instructions regarding ShareFile.

Refund and Payment Options

Refunds – The IRS reminds taxpayers that refunds claiming the Earned Income Tax Credit (EITC) and Additional Child Tax Credit (ACTC) will not be released until the middle of February and may take up to four weeks to process, although you should still file as early as January 27th.

- **Direct Deposit** (recommended) – Refunds normally arrive within 10 to 21 days with no additional fees. You may have your refund direct deposited in up to three separate checking or savings accounts. There are no additional fees for direct deposit, if tax preparation fees are paid at the time of service, or by e-check authorization.
- **Paper Checks** (not recommended) - You may also receive your refund in the form of a paper check. Refunds by check are generally received in 4 to 6 weeks. This is not recommended because checks may be lost in the mail, damaged, or stolen in transit.

Paying Tax Preparation Fees – Tax preparation fees are due upon completion of your return. To keep your fees reasonable, we no longer offer fee-based refund settlement products. Instead, we offer settlement of accounts via electronic checks authorized on the day you receive your refund, free of charge. We also accept Visa, MasterCard, American Express, Discover, checks, cash, and electronic checks at the time of service.

If you owe taxes – If you owe Federal or State Taxes you may choose to have the payment debited from your checking or savings account at the time of filing, at no additional cost. If you file before the April 15th deadline, you may choose to have the amount owed debited on, or before, April 15th. After April 15th, the payment date must match the filing date. Scheduling a direct debit from your checking account at the time the return is filed is the fastest, safest, easiest, and cheapest way to pay (it's free).

The IRS also offers [Direct Pay](#), a secure service in which your payment may be debited from a bank account at no cost. Direct debit is also available with most State tax agencies. You may also make payments by credit card, however, be aware that private companies offer credit card processing for the government with added fees of up to 2.49%. You always have the option of mailing a check or money order (although neither method is recommended) along with the Payment Voucher printed with your tax return.

2025 Tax Calendar

January 15, 2025

- 4th and final installment of 2024 Estimated Tax Payments for individuals. Filing your personal tax return by January 31 and paying any balance due is the other way to avoid an estimated tax penalty.
- Due date for employee deferral contributions to SEP/IRA, SIMPLE, and Solo 401K retirement accounts.
- Monthly payroll tax deposits due for monthly payers.

January 27, 2025

- The IRS is scheduled to begin accepting individual tax returns on January 23rd.

January 31, 2025

- Due date for 4th Quarter Payroll Tax Returns, and W-2 and 1099 forms. [Accounting information must be received by January 10th].
- Quarterly payroll tax deposits due for the 4th quarter 2024.

February 17, 2025

- Monthly payroll tax deposits due for monthly payers.

March 17, 2025

- Due date for Partnership and S-Corporation Tax Returns, or 6-month extensions up to September 16th. If tax is owed full payment is due on this date.
- Due date for Employer Matching Contributions to SEP, SIMPLE and 401K Retirement Plans without an extension.
- Monthly payroll tax deposits due for monthly payers.

April 15, 2025

- Due date for C-Corporation, Individual, and Estate & Trust Tax Returns, or 6-month extensions up to October 15th (5-months for Estates and Trusts). If tax is owed full payment is due today.
- Final due date for 2024 IRA, Roth IRA, and Individual Health Savings Account contributions.
- Sole Proprietors (Schedule C filers) due date for SEP, SIMPLE and Single-K Retirement Contributions.
- 1st Installment due date for 2025 Estimated Tax Payments for Individuals and Corporations.
- Monthly payroll tax deposits due for monthly payers.

April 30, 2025

- Due date for 1st Quarter Payroll Tax Returns. [Accounting information must be received by April 10th].
- Quarterly payroll tax deposits due for quarterly payers.

May 15, 2025

- Due date for Calendar Year Exempt Organization Tax Returns, or 6-month extensions up to November 15th.
- Monthly payroll tax deposits due for monthly payers.

June 16, 2025

- 2nd Installment due date for 2025 Estimated Tax Payments for Individuals and Corporations.
- Monthly payroll tax deposits due for monthly payers.

July 15, 2025

- Monthly payroll tax deposits due for monthly payers.

July 31, 2025

- Due date for 2nd Quarter Payroll Tax Returns. [Accounting information must be received by July 10th].
- Quarterly payroll tax deposits due for quarterly payers.

August 15, 2025

- Monthly payroll tax deposits due for monthly payers.

September 15, 2025

- Final due date for Partnership and S-Corporation Tax Returns with extension filed by March 15th.
- Final due date for Employer Matching Contributions to SEP, SIMPLE and 401K Retirement Plans with an extension.
- 3rd Installment due date for 2025 Estimated Tax Payments for Individuals and Corporations.
- Monthly payroll tax deposits due for monthly payers.

October 15, 2025

- Final due date for C-Corporation, Individual and Estate & Trust Income Tax Returns with extension filed by April 15th. Note: If tax is owed, full payment was due on April 15th.
- Monthly payroll tax deposits due for monthly payers.

October 31, 2025

- Due date for 3rd Quarter Payroll Tax Returns. [Accounting information must be received by October 10th].
- Quarterly payroll tax deposits due for quarterly payers.

November 17, 2025

- Final due date for Calendar-Year Non-Profit Returns with extension filed by May 15th.
- Monthly payroll tax deposits due for monthly payers.

December 15, 2025

- 4th and final installment due date for 2025 Estimated Tax Payments for Corporations.
- Monthly payroll tax deposits due for monthly payers.

January 15, 2026

- 4th and final installment of 2025 Estimated Tax Payments for individuals.
- Due date for employee deferral contributions to SEP/IRA, SIMPLE, and Solo 401K retirement accounts.
- Monthly payroll tax deposits due for monthly payers.

Read our online newsletter at <https://www.4-serenity.com/newsletter/>