



DEBORAH MCLAIN C.P.B.

BOOKKEEPER COACHING

COMPREHENSIVE  
*year-end*  
ACCOUNTING GUIDE

2023 TAX DEADLINES &  
DOCUMENT ORGANIZER



# 20 23 major tax deadlines

## JANUARY

1/16: Q4 Estimated Tax Payment Due

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

FOR  
REFERENCE  
ONLY  
consult your  
tax accountant

## 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



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# 20 major tax 23 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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## 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?

*I'd love to help!*

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