



2004 PAYROLL FILING DATES

SPECIAL NOTE: Employers that deposited more than \$200,000 in all federal taxes in calendar year 2002 must use electronic funds transfer (EFT) to make their deposits. The \$200,000 threshold is based on all federal tax deposits and it triggers the electronic requirement for all deposits the business makes. The requirement applies to state and local governments as well as businesses. Employers that meet the threshold will no longer be able to use the paper coupon method of depositing their taxes. The IRS program for electronic depositing is called EFTPS.

DEPOSIT RULES: Under IRS deposit rules, employers are either classified as a MONTHLY or SEMI-WEEKLY depositor. Employers determine their deposit status based upon the aggregate amount of employment taxes paid during the "lookback period," a twelve-month period beginning July 1 of the second preceding year and ending June 30 of the prior year. For 2004, the "lookback period" is July 1, 2002, through June 30, 2003.

SEMI-WEEKLY DEPOSIT RULE: The total tax reported on Forms 941 during the "lookback period" is more than \$50,000. Employers must deposit on Wednesday and/or Friday depending on what day of the week they make payments. Employers with payment days that fall on Wednesday, Thursday, and/or Friday must deposit the accumulated taxes on or before the following Wednesday. Employers with payment days that fall on Saturday, Sunday, Monday, and/or Tuesday must deposit the accumulated taxes on or before the following Friday. Employers will always have three (3) banking days after the end of a semi-weekly period to make a deposit. If any of the three weekdays after the end of a semi-weekly period is a banking holiday, employers will have one additional banking day to deposit.

MONTHLY DEPOSIT RULE: The total tax reported on Forms 941 during the "lookback period" is \$50,000 or less. Employers must deposit employment taxes and taxes withheld on payments made during a calendar month by the 15th day of the following month. Employers that accumulate \$100,000 or more on any day (see \$100,000 one-day deposit rule) immediately switch from a monthly depositor to a semi-weekly depositor for at least the remainder of the calendar year and for the following calendar year.

\$100,000 ONE-DAY DEPOSIT RULE: Employers subject to the semi-weekly or monthly deposit requirements that accumulate \$100,000 or more of employment taxes and taxes withheld during a deposit period must deposit those taxes by the close of the NEXT BANKING DAY following the day on which the amount was accumulated.

DEPOSITS ON BANKING DAYS ONLY: For MONTHLY and ONE-DAY depositors, if a deposit is required to be made on a day that is not a banking day, the deposit is considered to be timely if it is made by the close of the next banking day.

\$2500 EXCEPTION DEPOSIT RULE: The threshold for the deposit requirement is \$2,500. If employers accumulate less than a \$2,500 tax liability during a current quarter, no deposits are required. The employer may pay the tax liability with a TIMELY tax return for the quarter.

SATURDAY, SUNDAY OR LEGAL HOLIDAY: If any due date falls on a Saturday, Sunday, or legal holiday, payments are due on the next regular workday. Legal federal holidays for 2004 are January 1, (New Year's Day), January 19 (Birthday of Martin Luther King, Jr.), February 16 (Presidents' Day), May 31 (Memorial Day), July 5 (Independence Day), September 6 (Labor Day), October 11 (Columbus Day), November 11 (Veterans' Day), November 25 (Thanksgiving Day), December 24 (Christmas Day), and December 31 (New Year's Day). State legal holidays are also considered non-banking days if you deposit your federal taxes in a state that is observing the state banking holiday.



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SEMI-WEEKLY DEPOSITS: The semi-weekly deposit dates for 2004 are:

January 5, 7, 9, 14, 16, 22, 23, 28, 30	July 2, 8, 9, 14, 16, 21, 23, 28, 30
February 4, 6, 11, 13, 19, 20, 25, 27	August 4, 6, 11, 13, 18, 20, 25, 27
March 3, 5, 10, 12, 17, 19, 24, 26, 31	September 1, 3, 9, 10, 15, 17, 22, 24, 29
April 2, 7, 9, 14, 16, 21, 23, 28, 30	October 1, 6, 8, 14, 15, 20, 22, 27, 29
May 5, 7, 12, 14, 19, 21, 26, 28	November 3, 5, 10, 15, 17, 19, 24, 29
June 3, 4, 9, 11, 16, 18, 23, 25, 30	December 1, 3, 8, 10, 15, 17, 22, 27, 29

MONTHLY DEPOSITS:

January 15	March 15
May 17	July 15
September 15	November 15
February 17	April 15
June 15	August 16
October 15	December 15

SHORTFALL SAFE HARBOR: An employer's deposit will be considered timely if the amount deposited is less than the liability incurred during the deposit period and the shortfall does not exceed the greater of (1) \$100, or (2) 2% of the amount of the deposit period's liability. Monthly depositors must deposit or pay the shortfall amount by the due date of Form 941. Semi-weekly depositors must deposit the shortfall by the earlier of the due date of Form 941 or the first Wednesday or Friday on or after the 15th of the month after the month in which the original deposit was due.