

Year _____

Task Sheet for Monthly Tax Payers

Due Date	Task	Date Completed	Notes
January 15th	December Railroad Retirement Tax and Federal Income Tax payments due.		
January 31st	1. Final day to mail W-2's to employees. 2. 4 th quarter DC-1 due. Mail to Railroad Retirement Board, Bureau of Fiscal Operations, 844 N. Rush, Chicago, IL 60611- 2092 3. 4 th quarter 941 due. Mail to IRS.		
February 15th	January Railroad Retirement Tax and Federal Income Tax payments due.		
February 28th	1. CT-1 due, mail to: Department of Treasury IRS Service Center Cincinnati, OH 45999-0007. 2. W-2's and W-3 due mail to Social Security Administration, Data Operations Center, 1150 E. Mountain Drive, Wilkes-Barre, PA 18769-0001. 3. BA-3a Annual Report of Creditable Compensation due, mail to Railroad Retirement Board , Compensation & Employer Services, 844 N. Rush , Chicago, IL 60611-2092 4. BA-11 Report of Gross Earnings due, mail to Railroad Retirement Board , Bureau of the Actuary, 844 N. Rush , Chicago, IL 60611-2092		
March 15th	February Railroad Retirement Tax and Federal Income Tax payments due.		
April 1st	Form BA-6a Address Report due, mail to Railroad Retirement Board , Compensation and Employer Services, 844 N. Rush , Chicago, IL 60611-2092		
April 15th	March Railroad Retirement Tax and Federal Income Tax payments due.		
April 30th	1. 1 st quarter DC-1 due. Mail to Bureau of Fiscal Operations.		

	2. 1 st quarter 941 due. Mail to IRS.		
--	--	--	--

Due Date	Task	Date Completed	Notes
May 15th	April Railroad Retirement Tax and Federal Income Tax payments due.		
June 15th	May Railroad Retirement Tax and Federal Income Tax payments due.		
July 15th	June Railroad Retirement Tax and Federal Income Tax payments due.		
July 31st	1. 2 nd quarter DC-1 due. Mail to Bureau of Fiscal Operations. 2. 2 nd quarter 941 due. Mail to IRS.		
August 15th	July Railroad Retirement Tax and Federal Income Tax payments due.		
September 15th	August Railroad Retirement Tax and Federal Income Tax payments due.		
October 15th	September Railroad Retirement Tax and Federal Income Tax payments due.		
October 31st	1. 3 rd quarter DC-1 due. Mail to Bureau of Fiscal Operations. 2. 3 rd quarter 941 due. Mail to IRS.		
November 15th	October Railroad Retirement Tax and Federal Income Tax payments due.		
December 15th	November Railroad Retirement Tax and Federal Income Tax payments due.		
December 31st	Obtain W-2's, W-3 and CT-1 if you have not received the forms.		

- **Please note if the due date is on the weekend or holiday, mail paperwork before the due date.**
- **Form BA-4 Report of Creditable Compensation Adjustments to prior years may be mailed at any time within the 4 year statue of limitations.**