

Task Sheet for Monthly Tax Payers (Labor Employer)

Due Date	Task	Date Completed	Notes
January 15 th	December Railroad Retirement Tax and Federal Income Tax payments due (CT-1 : monthly schedule depositor).		
January 31 st	<p>Last day to furnish W-2 (Copies B, C, and 2) to each person who was your employee during the current year.</p> <hr/> <p>4th quarter OE-1/OE-1a due. Mail to International Union Office.</p> <hr/> <p>Form 941 for quarter ending December 31st is due Mail to IRS. *</p> <hr/> <p>Form DC-1 due. Mail to RRB.</p>		
February 15 th	January Railroad Retirement Tax and Federal Income Tax payments due (CT-1: monthly schedule depositor).		
February 28 th	<p>CT-1 due, mail to Department of Treasury, Internal Revenue Service, Cincinnati, OH 45999-0007.</p> <hr/> <p>If submitted to the Social Security Administration via paper, mail Copy A of W-2 and W-3 to</p> <p>Social Security Administration Data Operations Center Wilkes-Barre, PA 18769-0001</p> <p><u>NOTE:</u> If you use “Certified Mail” to file, change the ZIP code to “18769-0002”. If you use an IRS-approved delivery service, add “Attn: W-2 Process, 1150 E. Mountain Dr.” to the address and change the ZIP code to “18702-7997”.</p>		
March 15 th	February Railroad Retirement Tax and Federal Income Tax payments due (CT-1 : monthly schedule depositor).		
March 31 st	If filing electronically, due date of submission of W-2 and W-3 to the Social Security Administration.		

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April 15th	February Railroad Retirement Tax and Federal Income Tax payments due (CT-1 : monthly schedule depositor).		
April 30th	1st quarter OE-1/OE-1a due. Mail to International Union Office. _____ Form 941 for quarter ending March 31 st is due. Mail to IRS. * _____ Form DC-1 due. Mail to RRB.		
May 15th	April Railroad Retirement Tax and Federal Income Tax payments due (CT-1 : monthly schedule depositor).		
June 15th	May Railroad Retirement Tax and Federal Income Tax payments due (CT-1 : monthly schedule depositor).		
July 15th	June Railroad Retirement Tax and Federal Income Tax payments due (CT-1 : monthly schedule depositor).		
July 31st	2nd quarter OE-1/OE-1a due. Mail to International Union Office. _____ Form 941 for quarter ending June 30 th is due. Mail to IRS. * _____ Form DC-1 due. Mail to RRB.		
August 15th	July Railroad Retirement Tax and Federal Income Tax payments due (CT-1 : monthly schedule depositor).		
September 15th	August Railroad Retirement Tax and Federal Income Tax payments due (CT-1 : monthly schedule depositor).		
October 15th	September Railroad Retirement Tax and Federal Income Tax payments due (CT-1 : monthly schedule depositor).		

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October 31st	3 rd quarter OE-1/OE-1a due. Mail to International Union Office. <hr/> Form 941 for quarter ending September 30 th is due. Mail to IRS. * <hr/> Form DC-1 due. Mail to RRB.		
November 15th	October Railroad Retirement Tax and Federal Income Tax payments due (CT-1 : monthly schedule depositor).		
December 15th	November Railroad Retirement Tax and Federal Income Tax payments due (CT-1 : monthly schedule depositor).		
December 31st	Obtain W-2 , W-3 , and CT-1 if you have not received the forms and are filing via paper.		

✓ Please note if the due date is on the weekend or holiday, mail paperwork before the due date.

* If you are not using [e-file](#) and [EFTPS](#) for *Form 941*, where you file depends upon whether you include a payment.

If you are in...	Without a payment...	With a payment...
Connecticut, Delaware, District of Columbia, Florida, Georgia, Illinois, Indiana, Kentucky, Maine, Maryland, Massachusetts, Michigan, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Tennessee, Vermont, Virginia, West Virginia, Wisconsin	Department of the Treasury Internal Revenue Service Cincinnati, OH 45999-0005	Internal Revenue Service P. O. Box 804522 Cincinnati, OH 45280-4522
Alabama, Alaska, Arizona, Arkansas, California, Colorado, Hawaii, Idaho, Iowa, Kansas, Louisiana, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Texas, Utah, Washington, Wyoming	Department of the Treasury Internal Revenue Service Ogden, UT 84201-0005	Internal Revenue Service P. O. Box 37941 Hartford, CT 06176-7941