
Employment Tax Due Dates

DEPOSITS

Use **GHVRU**, to make federal deposits at a qualified depository bank.

Use **Form MW-5**, Withholding Tax Deposit Form to mail state withholding deposits to the Minnesota Department of Revenue.

Monthly Depositors - Deposit employment taxes by the 15th day of the following month.

Semiweekly Depositors

- If your payroll days are Wednesday, Thursday and/or Friday deposit by the following Wednesday.
- If your payroll days are Saturday, Sunday, Monday and/or Tuesday deposit by the following Friday.

Exceptions

- If you accumulate less than \$2,500 in *federal* tax liabilities during a quarter, you may pay when you file Form 941.
- If you accumulated less than \$1500 in *state* tax withholding in the *previous* quarter, you may pay the withholding for the current quarter when you file your return.
- If the Minnesota Department of Revenue has notified you that you are an annual filer for state income tax withholding purposes, you are required to make a deposit each time your state withholding tax exceeds \$500. These deposits are due by the last day of the month following the month in which you exceeded \$500.

QUARTERLY RETURNS

The following returns are due by **April 30, July 31, October 31 and January 31**:

- **Form 941**, Employer's Quarterly Federal Tax Return *to the Internal Revenue Service*
- **Employer's Quarterly Withholding Tax Return** *to the Minnesota Department of Revenue* electronically by Internet or touch-tone phone for the **first three** quarters (the fourth quarter/annual reconciliation is due the end of February)
- **Employer's Quarterly Wage Detail Report** *to the Minnesota Department of Employment & Economic Development* electronically via Internet or touch-tone phone

ANNUAL RETURNS

By **January 31** you must:

- file **940** Employer's Annual Federal Unemployment (FUTA) Tax Return with *the IRS*
- send **1099-MISC** Miscellaneous Income *to the recipient*
- send **W-2** Wage & Tax Statement *to the employee*

By **the end of February** you must:

- file **Year-End Withholding Return/Reconciliation** electronically *with the Minnesota Department of Revenue (this return is for fourth quarter and a reconciliation of the year)*
- file **Annual Withholding Return/Reconciliation** for **Annual** filers electronically *with the Minnesota Department of Revenue*
- send **Form 1096**, Annual Summary and Transmittal of US Information Returns **with 1099's** *to the IRS*
- send **Form W-3**, Transmittal of Wage and Tax Statements **with W-2s** *to the Social Security Administration*
- send State copies of **Form W-2** and all **Information Returns that show Minnesota withholding tax** *to the Minnesota Department of Revenue*