

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	<ol style="list-style-type: none"> 1. Final day to mail W-2's to employees. 2. 4th quarter OE-1/1a due. Mail to International Union Office. 3. 4th quarter 941 due, if applicable. Mail to IRS. 		
February 15th	January Railroad Retirement Tax and Federal Income Tax payments due.		
February 28th	<ol style="list-style-type: none"> 1. CT-1 due, mail to IRS Service Center, Kansas City, MO 64999. 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. 		
March 15th	February Railroad Retirement Tax and Federal Income Tax payments due.		
April 15th	March Railroad Retirement Tax and Federal Income Tax payments due.		
April 30th	<ol style="list-style-type: none"> 1. 1st quarter OE-1/1a due. Mail to International Union Office. 2. 1st quarter 941 due, if applicable. Mail to IRS. 		
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	<ol style="list-style-type: none"> 1. 2nd quarter OE-1/1a due. Mail to International Union Office. 2. 2nd quarter 941 due, if applicable. Mail to IRS. 		

Due Date	Task	Date Completed	Notes
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 OE-1/1a due. Mail to International Union Office. 2. 3 rd quarter 941 due, if applicable. 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.**