

RESEARCH: The Tax Cycle

Filing your taxes can be intimidating. Set yourself up for success by learning the most important deadlines.

1. **Research** when these events happen in the tax cycle to complete the tables below.

Last Year: _____ This is the year that you are filing taxes for	
Date	Event
	First day of the calendar year. Your earnings for the year begin on this date.
Any time you start a new job	Complete a W-4, indicating how much in taxes you'd like withheld from each paycheck • You will complete a new W-4 for every job you hold in a year • Self-employed workers will not receive a W-4 and are responsible for making advance tax payments quarterly Complete an I-9, indicating eligibility for employment in the United States
	Last day of the calendar year. Your yearly earnings are final after this date.

This Year: _____ This is when you are filing your taxes (for the previous calendar year)	
Date	Event
	The first day you can submit tax returns for the previous year. However, you may not have received all the necessary documents to file.
	Deadline for employers to mail W-2s to their employees. Also the deadline for payers to send 1099s (for contract work or other forms of income). • If you do not receive your W-2 by this date, contact your employer. • W-2s can be sent by mail or electronically • If you worked multiple jobs in a year, you will receive multiple W-2s • The vast majority of people wait until after this date to file taxes
	Last day to submit income tax forms or to request an extension
	The deadline to file tax returns that received extensions .