

2018 Tax Calendar



**A COMPREHENSIVE
TAX CALENDAR
FOR YOUR CHURCH OR
MINISTRY IN THE YEAR OF**

2018!

For 2018

By Raul Rivera



StartCHURCH™
Start Right. Stay Right. StartCHURCH

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Introduction

Can you believe that 2018 is here? Every year in January, our office receives tons of phone calls from pastors and church leaders asking about tax forms and wanting to know what needs to be filed early in the year. To that effect, we have put together a tax calendar to educate and guide you in the process. This calendar is specific for churches and ministries. We hope and pray that this helps you in your endeavors to accomplish something great in 2018.

Before January 1st

1. Hold the annual meeting of the board of the directors. If you do not know what agenda items need to be covered in the annual meeting, we have a service whereby we create annual minutes for you so that all you have to do is get together with your board of directors, go over each item, and sign off. **If you have not yet held your annual board meeting, then make sure you schedule it as soon as possible.**
2. In the annual meeting of the board of the directors, designate the [minister's housing allowance](#).
3. Each board member should sign the annual conflict of interest statement. If you have been to one of our [conferences](#), a sample conflict of interest statement can be found in the conference manual.

Recommended reading:

["Do You Know How to Take Board Meeting Minutes?"](#)

["3 Things Every Minister Should Know About Housing Allowance"](#)

January 16th

1. As recommended by our [StartRIGHT® Program](#), ministers who have had a housing allowance properly designated by the church must add up their qualifying housing allowance expenses by calculating the actual value of the home and the fair rental value.
2. Ministers must make the estimated tax payment for the 4th quarter of 2017 using Form 1040-ES. However, you do not have to make this payment if you file your 2017 tax return (Form 1040) and pay any tax due by February 1, 2018.
3. If your church or ministry has non-ministerial employees and deposits payroll taxes monthly, the December 2017 payroll tax deposit is due. This tax deposit occurs on the 15th of every month unless the 15th falls on a weekend or holiday.

Recommended reading:

["3 Tax Privileges Every Pastor Should Have"](#)

January 31st

1. Furnish tax-deductible contribution statements to all of those who made contributions to your church or ministry.
2. Furnish Form W-2 to all of your employees, including the pastor. Be sure to carefully document any qualifying health insurance premiums your church paid for its staff. The new law requires that they be reported on line 12 of Form W-2. For those of you who have the [W-2 and 1099 Tax Kit](#), all you have to do is follow the step-by-step instructions to electronically file Form W-2.
3. Send Form W-3, Transmittal of Wage and Tax Statements, to the Social Security Administration along with copy A of all employee W-2's you issued for calendar year 2017. For those of you who have the [W-2 and 1099 Tax Kit](#), all you have to do is follow the step-by-step instructions to electronically file Form W-3 with your W-2 forms. If you file these electronically, the due date is extended to April 2nd. Keep reading for more information!

January 31st

4. Furnish 1099-MISC forms to independent contractors, including guest speakers and unincorporated landlords, who received \$600.00 or more in payments or honorariums in 2017. If you paid anyone royalties of \$10.00 or more, give that individual a Form 1099-MISC. If you used the services of an attorney and paid \$1.00 (one dollar) or more for his/her services, you must issue a Form 1099-MISC. For those of you who have the [W-2 and 1099 Tax Kit](#), all you have to do is follow the step-by-step instructions to electronically file Form 1099-MISC and Form 1096 tax forms.
5. Consider applying for [self-employment tax exemption](#) before your window of time expires on April 17th. This can be big. For more information, call our office at 770-638-3444, and we will help you.
6. File Form 941 (payroll tax) for the 4th quarter of 2017 and deposit any unpaid taxes, or file Form 944 for the 2017 tax year if your employment tax liability was \$1,000 or less and the IRS sent you a written letter to allow you to use Form 944.

January 31st

7. File Form 945 to report income tax withheld (backup withholdings) for 2017 on independent contractors, including citizen and non-citizen guest speakers.

Recommended reading:

["How to Hire Church Employees the Right Way; Part 1"](#)

["How to Hire Church Employees the Right Way; Part 2"](#)

["4 Reasons Why Ministers Should Opt-Out of Social Security"](#)

Anytime in January

1. If your ministry changed addresses last year, now will be the right time to update your address with the IRS. To do that you will need to file Form 8822-B.

Click  to download Form 8822-B.

Recommended reading:

["How to Change Your Church Name"](#)

["How to Protect Your Church Name"](#)

February 1st

1. As a pastor, if you do not pay your 4th quarter estimated tax payment using Form 1040-ES by January 16th, you may choose to file your 2017 income tax return by February 1st to avoid a late penalty for not making the January 16th 4th quarter payment.

February 15th

- 1.If your church or ministry has non-ministerial employees and deposits payroll taxes monthly, the January 2018 payroll tax deposit is due.

February 28th

1. Send copy A of Form 1099-MISC with Form 1096 to the IRS. For those of you who have the [W-2 and 1099-Misc Kit](#), all you have to do is follow the step-by-step instructions to electronically file Form 1096. If you file these electronically, the due date is extended to April 2nd. Keep reading for more information!

Recommended reading:

["How to Pay a Contractor, and Form 1099-Misc."](#)

March 15th

- 1.If your church or ministry has non-ministerial employees and deposits payroll taxes monthly, the February 2018 payroll tax deposit is due.

April 2nd

1. If you chose to file copy A of Form 1099-MISC with Form 1096 electronically, this is the final day to file. If you file after this date, it will be considered late.
2. If you chose to file Form W-3, Transmittal of Wage and Tax Statements, with copy A of all employee W-2's electronically, this is the final day to file. If you file after this date, it will be considered late.

Recommended reading:

["7 Big Mistakes Ministers Make with Their Taxes"](#)

April 17th

- 1.If your church or ministry has non-ministerial employees and deposits payroll taxes monthly, the March 2018 payroll tax deposit is due.
- 2.Ministers and other church employees must file a 2017 income tax return through Form 1040, 1040A, or 1040EZ, and pay any taxes that are due. You may apply for a 6-month extension by filing Form 4868.
- 3.Ministers must make the estimated tax payment for the 1st quarter of 2018 using Form 1040-ES. Only make this payment if you believe you will owe taxes for 2018.

Recommended reading:

["5 Common Myths Surrounding Ministers' Taxes"](#)

April 30th

1. You may now file Form 941 for the first quarter of 2018. Deposit or pay any un-deposited tax under the accuracy of deposit rules. If your tax liability is less than \$2,500, you can pay it in full with a timely filed return. If you deposited the tax for the quarter timely, properly, and in full, you have until May 10 to file the return.

May 10th

1. File Form 941 for the first quarter of 2018. This due date applies only if you deposited the tax for the quarter timely, properly, and in full.

May 15th

- 1.If your church of ministry has non-ministerial employees and deposits payroll taxes monthly, the April 2018 payroll tax deposit is due.
- 2.Form 990 is due for all non-church, exempt organizations whose fiscal year is January through December.
- 3.Form 990-T is due for all exempt organizations with unrelated business income.
- 4.If you have a church school or other 501(c)(3) school, you must file Form 5578. This is an annual certification of racial nondiscrimination by a private school.

Recommended reading:

["How to Start a Church-Run School"](#)

["Revoked for One Missed Form"](#)

June 15th

1. If your church or ministry has non-ministerial employees and deposits payroll taxes monthly, the May 2018 payroll tax deposit is due.
2. Ministers must make the estimated tax payment for the second quarter of 2018 using Form 1040-ES. Only make this payment if you believe you will owe taxes for 2018. This is the second installment.
3. If you are a U.S. Citizen or resident alien living and working outside of the United States and Puerto Rico, file Form 1040 and pay any taxes, interest, or penalties due. For an automatic 4 month extension, file Form 4868 and deposit estimated tax.

Recommended reading:

["What You Need to Know Before Supporting Missions"](#)

July 16th

1. If your church or ministry has non-ministerial employees and deposits payroll taxes monthly, the June 2018 payroll tax deposit is due.

July 31st

1. File Form 941 (payroll tax) for the second quarter of 2018 and deposit any unpaid taxes. If your tax liability is less than \$2,500, you can pay it in full with a timely filed return. If you deposited the tax for the quarter timely, properly, and in full, you have until August 10th to file the return.

Recommended reading:

["5 Best Payroll Practices for Church Payroll Compliance"](#)

August 10th

1. File Form 941 for the second quarter of 2018. This due date applies only if you deposited the tax for the quarter timely, properly, and in full.

August 15th

1. If your church or ministry has non-ministerial employees and deposits payroll taxes monthly, the July 2018 payroll tax deposit is due.

September 17th

1. If your church or ministry has non-ministerial employees and deposits payroll taxes monthly, the August 2018 payroll tax deposit is due.
2. Ministers must make the estimated tax payment for June through August of 2018 using Form 1040-ES. Only make this payment if you believe you will owe taxes for 2018. This is the third installment.

October 15th

1. If you have an automatic 6-month extension to file your income tax return for 2017, file Form 1040, 1040A, or 1040EZ, and pay any taxes, interest, or penalties required.
2. If your church or ministry has non-ministerial employees and deposits payroll taxes monthly, the September 2018 payroll tax deposit is due.

Recommended reading:

["How to Simplify All of Your Church's Filing Requirements"](#)

October 31st

1. File Form 941 (payroll tax) for the third quarter of 2018 and deposit any unpaid taxes. If your tax liability is less than \$2,500, you can pay it in full with a timely filed return. If you deposited the tax for the quarter timely, properly, and in full, you have until November 13th to file the return.

November 13th

1. File Form 941 for the third quarter of 2018. This due date applies only if you deposited the tax for the quarter timely, properly, and in full.

November 15th

- 1.If your church or ministry has non-ministerial employees and deposits payroll taxes monthly, the October 2018 payroll tax deposit is due.

December 17th

- 1.If your church or ministry has non-ministerial employees and deposits payroll taxes monthly, the November 2018 payroll tax deposit is due.
- 2.Ask all employees, including ministers, to fill out a new Form W-4.

Recommended reading:

["How to Create a Healthy Church Budget"](#)

Disclosures

This 2018 Tax Calendar was derived from the information released by the IRS Publication 509 (2018). You can click [here](#) and [here](#) for more information.

IRS Circular 230 Disclosure

To ensure compliance with requirements imposed by the IRS, we must inform you that any tax advice contained in this communication (including any attachments) is not intended or written to be used, and cannot be used, for the purpose of avoiding penalties that may be imposed under the Internal Revenue Code or applicable state or local tax law provisions.