

BLACKBURN, CHILDERS & STEAGALL, CPAS

Record Retention Guidelines

ACCOUNTING

| | |
|--|-----------|
| Auditor's reports | Permanent |
| Bank deposit slips | 3 years |
| Bank reconciliations | 3 years |
| Bank statements | 3 years |
| Bills of lading | 3 years |
| Budgets | 2 years |
| Cancelled checks | |
| General | 7 years |
| Payroll | 7 years |
| Payroll related taxes | 7 years |
| Income taxes | Permanent |
| Cash disbursements journal | Permanent |
| Cash projections | 2 years |
| Cash receipts journal | Permanent |
| Charts of accounts | Permanent |
| Contracts - purchase & sales (after expiration) | 7 years |
| Credit memos | 3 years |
| Depreciation records | Permanent |
| Employee expense records | 7 years |
| Financial statements | |
| Annual | Permanent |
| Interim | 3 years |
| Freight bills | 3 years |
| General journal | Permanent |
| General ledger | Permanent |
| Internal work orders | 3 years |
| Inventory lists | 7 years |
| Inventory tags | 3 years |
| Invoices | |
| Sales & cash register tapes | 7 years |
| Merchandise purchase | 7 years |
| Permanent asset purchases (after disposal) | 7 years |
| Notes receivable ledgers & schedules | 7 years |
| Payroll journal | 4 years |
| Pension/profit sharing | |
| Plan & trust agreements | Permanent |
| Financial statements | Permanent |
| Actuarial reports | Permanent |
| Associated ledgers & journals | Permanent |
| IRS approval letter | Permanent |

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|---------------------------------|-----------|
| Petty cash vouchers | 3 years |
| Production & sales report | 3 years |
| Purchase journal | Permanent |
| Receiving sheets | 1 year |
| Requisitions | 1 year |
| Sales commission reports | 3 years |
| Sales records | 7 years |
| Subsidiary ledgers | 6 years |
| Time cards & daily time reports | 3 years |

CORPORATE RECORDS

| | |
|--|-----------|
| Articles of Incorporation | Permanent |
| Bylaws | Permanent |
| Capital stock & bond records | Permanent |
| Contracts & agreements (still in effect) | Permanent |
| Copyrights & trademark registration | Permanent |
| Deeds & Mortgages | Permanent |
| Garnishments | 7 years |
| General correspondence | 3 years |
| Legal correspondence | Permanent |
| Patents | Permanent |
| Personnel files (after termination) | 3 years |

INSURANCE

| | |
|--|-----------|
| Accident reports | 6 years |
| Fire inspection reports | 6 years |
| Group disability records | 6 years |
| Insurance policies (after expiration) | 6 years |
| Safety records | 6 years |
| Settled insurance claims (federal, state & local) | Permanent |
| Sales & use tax returns | Permanent |

TAXES

| | |
|--|-----------|
| Tax returns & cancelled checks (federal, state & local) | Permanent |
| Sales & use tax returns | Permanent |
| Payroll tax returns | 7 years |
| Pension/profit sharing informational returns | Permanent |
| Business & personal property returns | 4 years |

Payroll Tax Deadlines

PAYROLL TAX DEPOSIT

Monthly Deposit Schedule

You are a monthly schedule depositor for a calendar year if the total taxes on Form 941, line 10, for the 4 quarters in your lookback period were \$50,000 or less. Under the monthly deposit schedule, deposit employment taxes on payments made during a month by the 15th day of the following month.

Semi-Weekly Deposit Schedule

You are a semi-weekly schedule depositor for a calendar year if the total taxes on Form 941, line 10, during your lookback period were more than \$50,000.

New Employers

Your tax liability for any quarter in the lookback period before you started or acquired your business is considered to be zero. Therefore, you are a monthly schedule depositor for the first calendar year of your business.

\$100,000 Next-Day Deposit Rule

If you accumulate \$100,000 or more in taxes on any day during a monthly or semi-weekly deposit period, you must deposit the tax by the next business day, whether you are a monthly or semi-weekly schedule depositor.

| IF THE PAYDAY FALLS ON: | THEN DEPOSIT TAXES BY THE FOLLOWING: |
|-----------------------------------|--------------------------------------|
| Wednesday, Thursday or Friday | Wednesday |
| Saturday, Sunday, Monday, Tuesday | Friday |

| LOOKBACK PERIOD | | | |
|-----------------|-----------------|-----------------|------------------|
| 2 Years Ago | 2 Years Ago | Previous Year | Previous Year |
| July 1-Sept. 30 | Oct. 1- Dec. 31 | Jan. 1- Mar. 31 | Apr. 1 - June 30 |

| 940 UNEMPLOYMENT TAX PAYMENTS ARE QUARTERLY | | |
|---|----------|------------|
| 1st Qtr (Jan. - Mar.) | Due Date | April 30 |
| 2nd Qtr (Apr. - June) | Due Date | July 31 |
| 3rd Qtr (July - Sept.) | Due Date | October 31 |
| 4th Qtr (Oct. - Dec.) | Due Date | January 31 |

| QUARTERLY PAYROLL TAX RETURNS | | DUE DATES |
|--|--|------------|
| 1st Quarter Period: January 1 - March 31 | Federal Employer's Quarterly Return (Form 941) State Unemployment Reporting | April 30 |
| 2nd Quarter Period: April 1 - June 30 | Federal Employer's Quarterly Return (Form 941) State Unemployment Reporting | July 31 |
| 3rd Quarter Period: July 1 - September 30 | Federal Employer's Quarterly Return (Form 941) State Unemployment Reporting | October 31 |
| 4th Quarter Period: October 1 - December 31 | Federal Employer's Quarterly Return (Form 941) State Unemployment Reporting | January 31 |
| Annual Reports | W-2s, 1099s, Form 990 | January 31 |

Income Tax Deadlines

1040 QUARTERLY ESTIMATED PAYMENTS

| | | |
|-------------|----------|--------------------------------|
| 1st Quarter | Due Date | April 15 |
| 2nd Quarter | Due Date | June 15 |
| 3rd Quarter | Due Date | September 15 |
| 4th Quarter | Due Date | January 15 of the next year |

1120 QUARTERLY ESTIMATED PAYMENTS

| | | |
|-------------|----------|---|
| 1st Quarter | Due Date | 15th day of fourth month |
| 2nd Quarter | Due Date | 15th day of sixth month |
| 3rd Quarter | Due Date | 15th day of ninth month |
| 4th Quarter | Due Date | 15th day of first month following year end |

TENNESSEE STATE TAX DEADLINES

| TENNESSEE STATE TAX DEADLINES | DUE DATES |
|--|---|
| Sales & Use Tax can be due monthly, quarterly or annually TN Dept. of Revenue determines your filing frequency based on your registration information | 20th day of month following tax period |
| Liquor-by-the-Drink Tax Always filed monthly | 15th day of month following tax period |
| Business Tax (also known as Business License) Filed annually | 15th day of fourth month following year end |
| Franchise & Excise Tax Filed annually | 15th day of fourth month following year end |
| Professional Privilege Tax Filed annually | June 1 |
| Tangible Personal Property Schedule Filed annually | March 1 |

TN ANNUAL REPORTS - FILED ANNUALLY BASED ON YEAR END

| Fiscal Year End | Date Due |
|-----------------|----------|
| 1/31 | 5/1 |
| 2/28 | 6/1 |
| 3/31 | 7/1 |
| 4/30 | 8/1 |
| 5/31 | 9/1 |
| 6/30 | 10/1 |
| 7/30 | 11/1 |
| 8/31 | 12/1 |
| 9/30 | 1/1 |
| 10/31 | 2/1 |
| 11/30 | 3/1 |
| 12/31 | 4/1 |

FRANCHISE & EXCISE TAX QUARTERLY ESTIMATED PAYMENTS

| | | |
|-------------|----------|--|
| 1st Quarter | Due Date | 15th day of 4th month |
| 2nd Quarter | Due Date | 15th day of 6th month |
| 3rd Quarter | Due Date | 15th day of 9th month |
| 4th Quarter | Due Date | 15th day of 1st month following year end |

BLACKBURN, CHILDERS & STEAGALL, CPAS

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