

NannyTax LLC

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YEAR 2017 SUBMISSION DEADLINES

We will generally contact you by email or regular U.S. mail during the first or second week of the final month of the calendar quarter in order to confirm your payroll tax data for that quarter.

You are responsible for submitting data to us according to the following schedule notwithstanding your receipt of our mailing.

Please mark your calendars to look for this information. If you do not receive an information request from us by the last week of any calendar quarter, please contact us and we will send you another package.

<u>For the quarter</u>	<u>Your information is due IN OUR OFFICE NO LATER THAN</u>
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January 1 to March 31	Friday, April 7, 2017
April 1 to June 30	Friday, July 7, 2017
July 1 to September 30	Friday, October 6, 2017
October 1 to December 31	Monday, January 8, 2018

Information received after that date will be subject to a late processing and handling fee of \$75.00, which also covers any additional mailing or overnight costs.

We do not like charging any of our clients additional fees. That is not our style or our goal. However, late submissions require unnecessary overtime (and stress) in our office and such late charges allow us to maintain our price structure for those clients who observe our submission deadlines.

We would be pleased to discuss these issues at any time and you should feel free to contact us if you have any questions.