

 paycheckCITY®



2023

Payroll Calendar

# JANUARY

20  
23



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 <b>FEDERAL HOLIDAY</b> <b>New Year's Day</b>  BEGINNING OF Q1	2	3	4 <b>NATIONAL TRIVIA DAY</b>	5	6	7
8	9	10	11 <b>INTERNATIONAL THANK YOU DAY!</b> Start the year with gratitude! Join the rest of the world on this day and show some extra appreciation.	12	13	14
15	16 <b>FEDERAL HOLIDAY</b> <b>MARTIN LUTHER KING DAY</b>	17	18	19 <b>NATIONAL POPCORN DAY!</b>	20	21
22	23	24	25	26	27	28
29	30	31 <b>DEADLINES TO:</b> <ul style="list-style-type: none"><li>• file Form 720, Quarterly Federal Excise Tax Return, for Q4 of 2022</li><li>• file Form 941 for Q4 of 2022 and Form 945</li><li>• distribute Form W-2 and Form 1099 to employees and vendors</li><li>• deposit FUTA and file Form 940 / If you deposited all taxes for the quarter on time, you have until February 10th to file Form 940</li></ul>				

**EXTENDED DUE DATES:**

If you deposited all taxes you're required to report on Form 941 you may file the return by the 10th of next month.



*May the year to come be filled with joy, peace and thankfulness.*

— Your friends at PaycheckCity



# FEBRUARY

2023



SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

## FEBRUARY 10 DEADLINES TO:

- file Form 940 if you deposited your 2022 taxes on time
- file Form 941 if you deposited your 2022 Q4 taxes on time

			1	2 GROUNDHOG DAY	3	4
5	6	7	8	9	10 NATIONAL FLANNEL DAY Get the whole office to celebrate this fun winter holiday!	11
12	13	14 VALENTINE'S DAY	15	16	17	18
19	20 FEDERAL HOLIDAY PRESIDENT'S DAY	21	22	23	24	25
26	27	28				



Black History Month

# MARCH

20  
23



SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY



1  
NATIONAL EMPLOYEE  
APPRECIATION DAY

2

3

4

5

6

7

8  
INTERNATIONAL  
WOMEN'S DAY

9

10

11

12  
DAYLIGHT SAVINGS  
TIME BEGINS

13

14

15

16

17  
ST. PATRICK'S DAY

18

19

20  
FIRST DAY  
OF SPRING

21

22

23

24

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28

29  
NATIONAL  
MOM & POP  
BUSINESS OWNERS  
DAY

30

31  
END OF Q1

Women's History Month



# APRIL

# 2023



SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY



1

**APRIL FOOL'S DAY**

BEGINNING OF Q2

2

3

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**EASTER**

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18

**TAX DAY!**

Deadline to submit  
Individual tax returns  
and C Corporation  
tax returns

19

20

21

22

**EARTH DAY**

23

24

25

26

**ADMINISTRATIVE  
PROFESSIONAL'S DAY**

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29

30

National Financial Literacy Month

# MAY



# 2023

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

**EXTENDED DUE DATES:**  
If you deposited all taxes you're required to report on Form 941 you may file the return by the 10th of next month.

**1**  
**DEADLINES TO:**

- file Form 720 for Q1 of 2023
- file Form 941 for Q1 of 2023

**2**

**3**

**4**

**5**  
**CINCO DE MAYO**

**6**

**7**

**8**

**9**

**10**  
**NATIONAL SMALL BUSINESS DAY**

**DEADLINE TO:**

- file Form 941 if you deposited your 2023 Q1 taxes on time

**11**

**12**

**13**

**14**  
**MOTHER'S DAY**

**15**

**16**

**17**

**18**

**19**  
**BIKE TO WORK DAY**

**20**

**21**

**22**

**23**

**24**

**25**

**26**

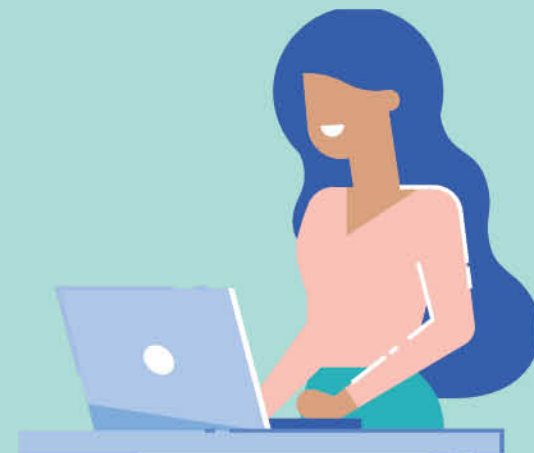
**27**

**28**

**29**  
**FEDERAL HOLIDAY  
MEMORIAL DAY**

**30**

**31**



Global Employee Health & Fitness Month

# JUNE

# 2023



SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

1

2

3

NATIONAL DOUGHNUT DAY

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7

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10

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17

FLAG DAY

18

19

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21

22

23

24

FATHER'S DAY

FEDERAL HOLIDAY  
JUNETEENTH

FIRST DAY  
OF SUMMER

TAKE YOUR DOG  
TO WORK DAY

25

26

27

28

29

30

END OF Q2





# JULY

# 2023



SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

1

BEGINNING OF Q3

**EXTENDED DUE DATES:**

If you deposited all taxes you're required to report on Form 941 you may file the return by the 10th of next month.

2

3

4

FEDERAL HOLIDAY  
INDEPENDENCE DAY

5

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13

**GRUNTLED WORKERS DAY**  
Celebrate this holiday by spreading positivity around the office with colleagues!

14

15

16

17

WORLD EMOJI DAY!



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19

20

21

22

23

PARENT'S DAY

24

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27

28

WORLD NATURE  
CONSERVATION DAY!

29

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31

**DEADLINES TO:**

- file Form 720 for Q2 of 2023
- file Form 941 for Q2 of 2023





# AUGUST

20  
23



SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

1

**DOGUST 1ST**  
Universal Birthday  
for Shelter Dogs

2

3

4

**NATIONAL  
CHOCOLATE CHIP  
COOKIE DAY!**

5

6

7

8

**NATIONAL  
DOLLAR DAY**  
Today marks the day the  
U.S. monetary system was  
established in 1786!

9

10

**DEADLINE TO:**  
• file Form 941 if you  
deposited your 2023  
Q2 taxes on time

11

12

13

14

**NATIONAL FINANCIAL  
AWARENESS DAY!**

15

16

**NATIONAL TELL  
A JOKE DAY!**

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24

**NATIONAL  
WAFFLE DAY**

25

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27

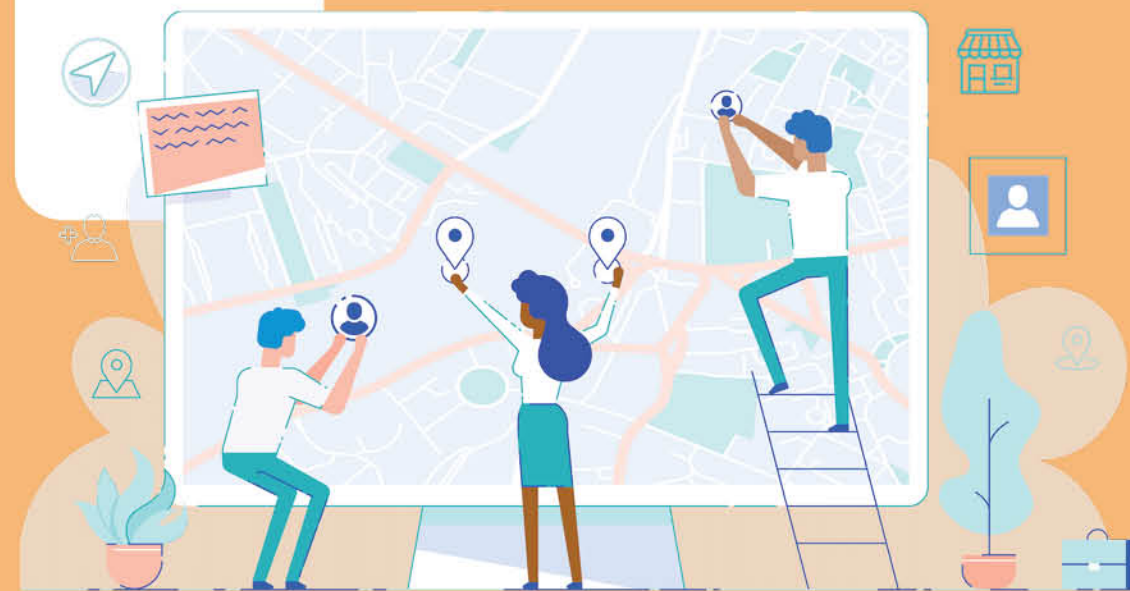
28

**CRACKERS OVER  
THE KEYBOARD DAY**

29

30

31



# SEPTEMBER

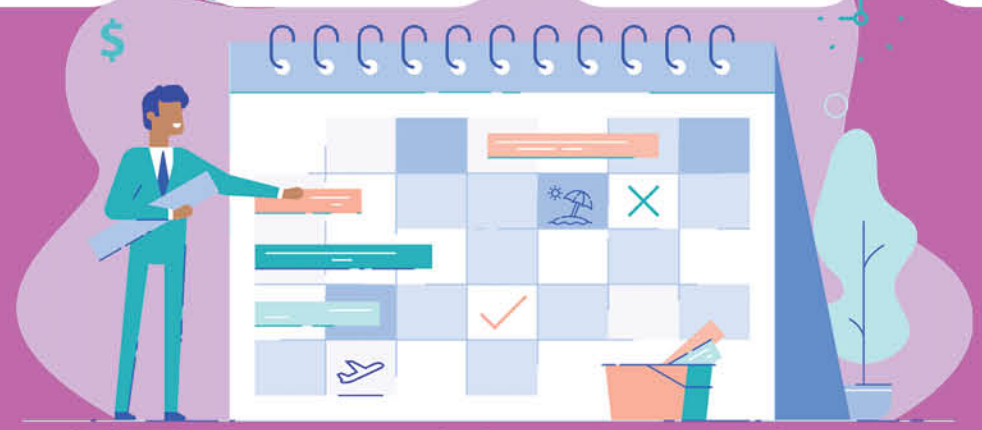


20  
23



SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

					1 <b>COLLEGE COLORS DAY!</b> Wear your favorite college colors!	2
3	4 <b>FEDERAL HOLIDAY LABOR DAY</b>	5	6	7	8	9
<b>September 4 – 8 NATIONAL PAYROLL WEEK</b> Tune in to <a href="https://www.paycheckcity.com">PaycheckCity.com</a> and <a href="https://www.nationalpayrollweek.com">nationalpayrollweek.com</a> to join in on the fun!						
10 <b>GRANDPARENT'S DAY</b>	11	12	13 <b>PROGRAMMERS DAY!</b> Today at Symmetry, we're celebrating our amazing programmers on the 256th day of the year!	14	15	16
17	18	19	20 <b>NATIONAL IT PROFESSIONALS DAY!</b> Show appreciation for the ones that keep our computers functioning efficiently!	21	22	23 <b>FIRST DAY OF FALL</b>
24	25	26	27	28	29	30 <b>END OF Q3</b>



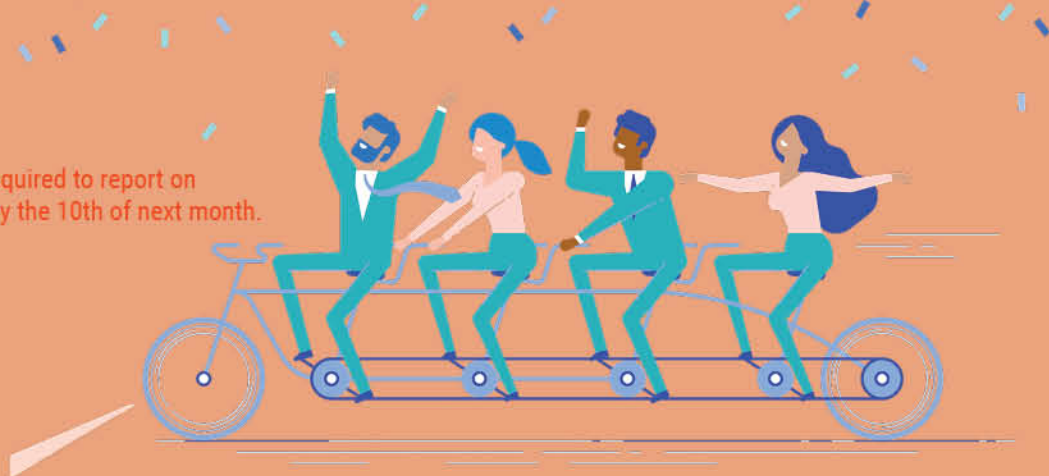


# OCTOBER

20  
23



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 BEGINNING OF Q4	2	3	4 <b>IMPROVE YOUR OFFICE DAY!</b> Spend time making your workspace more enjoyable!	5	6	7
8	9 <b>FEDERAL HOLIDAY COLUMBUS DAY (INDIGENOUS PEOPLES' DAY)</b>	10	11	12	13	14
15	16 <b>NATIONAL BOSS'S DAY</b>	17	18 <b>FINAL DEADLINE:</b> • to submit individual tax returns if an extension was requested	19	20	21
22	23	24	25	26 <b>NATIONAL PUMPKIN DAY!</b> Make sure you have your pumpkin in preparation for Halloween!	27	28
29	30	31 <b>HALLOWEEN</b> <b>DEADLINES TO:</b> • file Form 720 for Q3 of 2023 • file Form 941 for Q3 of 2023	<b>EXTENDED DUE DATES:</b> If you deposited all taxes you're required to report on Form 941 you may file the return by the 10th of next month.			



# NOVEMBER

20  
23



SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

**REMIND EMPLOYEES:** to file a new Form W-4 if they had any personal or financial changes throughout the year.

1

2

3

4

**BE THE IMPACT DAY!**  
Today is an opportunity for you to make an impact!

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9

10

11

**DAYLIGHT SAVINGS TIME ENDS**

**FEDERAL HOLIDAY VETERAN'S DAY (OBSERVED)**

**DEADLINE TO:**

- file Form 941 if you deposited your 2023 Q3 taxes on time

**FEDERAL HOLIDAY VETERAN'S DAY**

12

13

14

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22

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24

25

**FEDERAL HOLIDAY THANKSGIVING DAY**

**BLACK FRIDAY**

**SMALL BUSINESS SATURDAY**

26

27

28

29

30

**CYBER MONDAY**

**GIVING TUESDAY**





# DECEMBER



20  
23



SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY



					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21 FIRST DAY OF WINTER	22	23
24 CHRISTMAS EVE	25 FEDERAL HOLIDAY CHRISTMAS DAY	26	27	28	29	30 END OF Q4

31  
NEW YEAR'S EVE

Go to [PaycheckCity.com/small-business-guide/download-payroll-calendar](https://PaycheckCity.com/small-business-guide/download-payroll-calendar) for your 2024 Payroll Calendar