

# 2022 Essential Financial Tasks

## January

1/15 - 4th Qtr Estimated Taxes Due  
Early/Mid Jan. - Finalize 2022 Goals & Gameplan  
Prep & Send 1099's, due 1/31

## February

Send all documents to CPA/EA for 2021 filing.

## March

Finalize taxes, meet with CPA/EA to begin tax planning for 2022  
Use 2021's tax outcomes to make 2022 more tax efficient

## April

4/15 - 1st Qtr Estimated Taxes Due  
4/15 - 2021 Year End Taxes Due  
4/15 - Deadline to make 2021 IRA contributions

## May

Evaluate tax savings YTD  
Confirm 2021 books are closed

## June

6/15 - 2th Qtr Estimated Taxes Due

## July

Check in on progress of 2022 financial goals.  
Readjust as needed

## August

Check in on profitability YTD compared to 2021 YTD, prepare to make purchases/contributions as needed

## September

9/15 - 3rd Qtr Estimated Taxes Due

## October

Begin tax planning with CPA/EA to optimize 2022 taxes  
10/15 - Taxes due if extended

## November

Continue tax planning to optimize 2022

## December

Make year-end purchases & contributions to lower tax liability, if needed  
Begin creating 2023 goals

\*Each month should include a review of the Profit & Loss, Balance Sheet, & Statement of Cash Flows, comparing to previous months & YTD