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Ready, Set, Go!

By Geoffrey Goudy, CPA

The front end of phase one for many startup ventures is often fun and exciting as you setup your business. The latter stages of phase one is where you roll up your sleeves in order not to miss a filing deadline or credit against taxes.

Accordingly, the list below should be used as a reminder to guide you through the myriad of miscellaneous returns and reports most businesses are required to file at some point during the first year of business:

- **Annual Report – Colorado Secretary of State**
- **Enterprise Zone Certification – Colorado Dept of Revenue Form DR0074**
- **Commercial Personal Property Declaration Schedule – County**
- **Income Tax Returns – Federal and State**
 - Sole Proprietor – Schedule C
 - Partnership – Form 1065
 - S Corporation – Form 1120S
 - C Corporation – Form 1120
- **Business Asset Acquisition Statement – Internal Revenue Service Form 8594**
- **Sales & Use Tax Returns – State, County and City**
- **Payroll Tax Returns:**
 - Federal Withholding – Form 941
 - State Withholding – Form DR1094
 - Federal Unemployment – Form 940
 - State Unemployment – Form UETR-1
 - W-3 and W-2s (employees)
 - 1096 and 1099s (contractors and landlords)
- **Employee benefit plan returns, participant statements and acknowledgements**
- **Licenses & Permit Renewals – DORA and other state and local authorities**

Making certain your business complies with strict Federal, State and Local reporting and filing requirements will make your financial advisors pleased and in the process, may very well help you get to phase two—growth.

Geoffrey Goudy, CPA has been in practice for 18 years and specializes in accounting and taxation for small and medium-sized businesses.