

**YUBA COUNTY OFFICE OF EDUCATION
 QUARTERLY REPORT PROCESSING SCHEDULE
 (CA-CU-PL-WE-WH-YC)
 CALENDAR YEAR 2017**

Reports & Tax Forms to Include:

- Spreadsheet Total for Qtr
- Pay05 for Qtr
- Form 941 & Schedule B
 - Make copy before Mailing Form
- Pay24 for Qtr
- DE9 Report (PIT &/ SDI)
- Pay91
- Pay01 for Each Month & Total of Qtr (4 reports)
- DE9423 & EDD Check copies
 - Make copies before Mailing Forms & Checks

COPY OF DEPOSITS Due to Districts from COE	REPORTS (See Above) Due from Districts to COE	TAX FORMS Due to State
1 ST QUARTER April 3, 2017	1 ST QUARTER April 13, 2017	1 ST QUARTER April 28, 2017
2 ND QUARTER July 3, 2017	2 ND QUARTER July 14, 2017	2 ND QUARTER July 31, 2017
3 RD QUARTER October 2, 2017	3 RD QUARTER October 16, 2017	3 RD QUARTER October 31, 2017

**** Hold 4th Qtr reports until W2's are balanced ****

4 TH QUARTER January 2, 2018	4 TH QUARTER January 16, 2018	4 TH QUARTER January 31, 2018
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****Rhonda will do Final Review on all forms. Nothing should be Mailed or Submitted until then. ****

Dates Subject to Change

- 1/1 SDI rate change
- 7/1 Unemployment rate changes
- 7/1 W/C rate changes