



## 2022 Client Calendar

In order to best facilitate our services to you, we have enclosed this client calendar. The first column gives you details about the deadline. **The second column is when you must submit it to us by to ensure it will be done by the due date.** The third column is the government due date. As you are setting up your processes and calendars for the year, I would recommend writing down the 2<sup>nd</sup> column. Although we do not observe all banking holidays, they do affect direct deposit and or withdrawals.

<b>JULY</b>		
4 <sup>th</sup> of July (office closed)	4 July 2022	
ATF payroll EFTPS	10 July 2022	15 July 2022
Q2 payroll quarterly reports	10 July 2022	31 July 2022
Sales Tax	15 July 2022	20 July 2022
Financial statement submission	15 July 2022	
<b>AUGUST</b>		
ATF payroll EFTPS	10 August 2022	17 August 2022
Sales Tax	14 August 2022	20 August 2022
Financial statement submission	14 August 2022	
<b>SEPTEMBER</b>		
Labor Day (Office Closed)	5 September 2022	
ATF payroll EFTPS	10 September 2022	15 September 2022
Sales Tax	15 September 2022	21 September 2022
Financial statement submission	15 September 2022	
<b>OCTOBER</b>		
ATF payroll EFTPS	9 October 2022	15 October 2022
Q3 payroll quarterly reports	9 October 2022	15 October 2022
Columbus Day (Office Closed)	10 October 2022	
Sales Tax	15 October 2022	20 October 2022
Financial statement submission	15 October 2022	
<b>NOVEMBER</b>		
ATF payroll EFTPS	10 November 2022	16 November 2022
Veteran's Day (office closed)	11 November 2022	
Sales Tax	16 November 2022	20 November 2022

Financial Statement submission	16 November 2022	
Office closed	24 November 2022	
Office closed	25 November 2022	
<b>DECEMBER</b>		
ATF payroll EFTPS	10 December 2022	15 December 2022
Sales Tax	15 December 2022	21 December 2022
Financial Statement Submission	15 December 2022	
Office closes at 12PM NOON	23 December 2022	
Office Closed	26 December 2022	
Office closes at 3	31 December 2022	
<b>Office Closed</b>	2 January 2023	