Estimated tax cash calendar

A practical California working record - editable in Word

USE IT THIS WAY	DO NOT MISTAKE IT FOR THIS
Use with a qualified tax professional to plan and document estimated-tax cash movement through the year.	This does not calculate tax, choose entity treatment, or determine whether estimated payments are required.

Working record

Prepared by	
Reference (no names)	
Date opened	
Next review date	

Six review points

1	**[ ] Record the tax profile used** Note filing status, entity facts, other income, prior-year information, and the date professional advice was obtained. **Your record:** _____ **Source:** IRS: estimated taxes
2	**[ ] Reconcile business income** Use bookkeeping records rather than bank balance alone to summarize collected practice income. **Your record:** _____ **Source:** IRS: recordkeeping for individuals
3	**[ ] Reconcile deductible expenses** Preserve categories and supporting records; do not classify an expense solely because it was paid from a business account. **Your record:** _____ **Source:** IRS: recordkeeping for individuals
4	**[ ] Record the estimate method** Document the calculation source, assumptions, period covered, and who prepared or reviewed it. **Your record:** _____ **Source:** IRS: estimated taxes

5	**[ ] Calendar payments** Record federal and California due dates separately and verify current instructions before each payment. **Your record:** _____ **Source:** IRS: estimated taxes

6	**[ ] Preserve payment evidence** Keep confirmation, amount, date, tax period, and account reconciliation with the annual tax file. **Your record:** _____ **Source:** IRS: recordkeeping for individuals

Close the loop

Decision / next action	
Owner	
Due date	

Controlling sources

- IRS: estimated taxes
- IRS: recordkeeping for individuals

Educational information only. Not legal, clinical, tax, billing, or regulatory advice. Recheck every source before relying on an older saved copy. Do not put client-identifying information in a copy you cannot secure.