

CHECKLIST FOR SUBMISSION OF FEDERAL & STATE REPORTS

Interval	Report Filed with Agency or Dept.	Type of Report	Filing Deadline	Form No./Web Address
Annually	Secretary of State State of MO Capitol Building Jefferson City, MO 65102	Annual Report	Every year in the fiscal month business was registered	File or print report online http://www.sos.mo.gov/
Annually	Missouri Department of Revenue Income Tax Withholding PO Box 999 Jefferson City, MO 65102	Mo Wage and Tax Statement Individual Employee 2 Copies One copy filed with MoW-3 (see below)	February 28	Mo W - 2 http://dor.mo.gov/
Annually	Missouri Department of Revenue PO Box 999 Jefferson City, MO 65102	Transmittal of Wage and Tax Statements	28-Feb	Mo W-3 http://dor.mo.gov/
Annually	Department of Elementary and Secondary Education (DESE) Sheltered Workshops PO Box 480 Jefferson City, MO 65102	Annual Report-Audit, Budget, Assurance of Compliance, Signature Sheet, Board list, staff list, and DOL Commensurate Wage Certificate	4 months from the end of the fiscal year	Reminders sent from DESE http://dese.mo.gov/divspeced/shelteredworkshops/
Monthly	Department of Elementary and Secondary Education (DESE) Sheltered Workshops PO Box 480 Jefferson City, MO 65102	Request for State Aid	3rd working day in month following report period	Submit Request Online http://dese.mo.gov/divspeced/shelteredworkshops/
Annually	Internal Revenue Service Department of the Treasury See attachment for local offices	Return of Organization Exempt from Income Tax	15th day of the 5th month after end of fiscal year	990-IRS http://www.irs.gov/
Annually	Internal Revenue Service Center See attachment for local offices	Transmittal of Income and Tax Statements	28-Feb	W- 3 http://www.irs.gov/
Annually	Internal Revenue Service Center See attachment for local offices	Wage and Tax Statement Individual Employees copy	February 28 January 31	W - 2 W - 2 http://www.irs.gov/
Quarterly	Internal Revenue Service Center See attachment for local offices	Employer's Quarterly Federal Tax Return	30th of month following end of quarter	941 http://www.irs.gov/
Every 2 Years	US Dept. of Labor See attachment for local offices	Application for Sheltered Workshop Certificate	Check your certificate for expiration	WH 226 http://www.dol.gov/
Every 2 Years	Secretary of State State of MO Capitol Building Jefferson City, MO 65102	Supplement Sheets	Check your certificate for expiration	WH 226A http://www.dol.gov/
Quarterly	Division of Employment Security PO Box 59 Jefferson City, MO 65102	Employer Contribution and Wage Report	30th of month following end of quarter	MODES-4-7 http://www.dolir.mo.gov/es/
Monthly	Local Bank Using IRS Deposit Cards	Federal Tax Deposit Withholding and S.S. Tax	1st and 2nd month of quarter-15th of next month 3rd month -30th of next month	501