COMPLIANCE CALENDAR

Every recurring filing, renewal and deadline for your business in one fillable list.

TYPE: WORKSHEET REVIEWED: NOVEMBER 2026 TIME: 30 MINUTES TO SET UP LEVEL: BEGINNER

AT A GLANCE

- Page 2 is a **fillable list** for up to 20 recurring deadlines, with the agency, due date, how often, cost and who's responsible.
- Copy every date into your digital calendar with **reminders 30 days ahead**.
- What usually goes on the list is explained in **O-11 Staying Legal: Ongoing Filings and Deadlines**.

How to fill it in

1. **List every recurring item**: state reports, licenses, permits, taxes, insurance, payroll filings and lease dates.
2. **Write who it's with**: the state, city, county, IRS, insurer or landlord.
3. **Enter the next due date** and how often it repeats.
4. **Note the cost**, so you can budget. The worksheet totals the costs.
5. **Name who's responsible**: you, a manager, your accountant or your payroll service.
6. **Tick it off** in your digital calendar each time it's done, and set the next date.

Example rows

Item	With	Next due	How often	Cost	Who
LLC annual report	State	May 1	Yearly	$150	Owner
Business license renewal	City	Jan 31	Yearly	$75	Owner
Health permit	County	Mar 15	Yearly	$425	Manager
Sales tax return	State	20th after quarter ends	Quarterly	$0	Accountant
Estimated taxes	IRS	Apr 15, Jun 15, Sep 15, Jan 15	Quarterly	Varies	Owner
General liability insurance	Insurer	Aug 1	Yearly	$1,200	Owner

These are examples only. Use your own agencies, dates and costs.

> TIP
>
> Calculations work in **Adobe Acrobat Reader** (free) and most desktop PDF apps.

Where to go next

- **O-11 Staying Legal: Ongoing Filings and Deadlines**
- **B-14 Business Taxes: What You Owe and When**
- **M-13 Sales Tax, Payroll Tax and Staying Current**

IMPORTANT
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COMPLIANCE CALENDAR

Every recurring filing, renewal and deadline. Copy each date into your digital calendar with a 30-day reminder.

	Item	With (agency)	Next due	How often	Cost	Who's responsible
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
Total						

Fill in the white boxes. Shaded boxes calculate automatically.