

# Zeni Master 2023 Tax Planner

## Start Here!

*Every year taxes can be a frantic scramble for your team.*

*This year will be different, right?*

*This planner will help you eliminate risk and blind spots so you can take advantage of all startup tax programs.*

*That means:*

- *More money back*
- *More time saved*
- *Less stress*

*Start with Zeni's 2023 Calendar-Year Tax Deadlines!* →

### February

2/28 – Form 1099-MISC (Paper file to IRS)  
2/28 – Form 3921 (paper file to IRS) for 2022 calendar year

### April

4/15 – 2023 CA Minimum Franchise Tax payment  
4/18 – 2023 Federal/State Q1 estimated Income Tax payment  
4/18 – 2022 C Corp/Individual Income Tax Return/Extension

### September

9/1 – 2023 DE Franchise Tax estimated payment  
9/15 – 2023 Federal/State Q3 estimated Income Tax payment  
9/15 – 2022 S Corp/LLC Income Tax returns (if extended)

### December

12/1 – 2023 DE Franchise Tax estimated payment  
12/15 – 2023 Federal/State Q4 estimated Income Tax payment

### January

1/31 – Form 1099-MISC to 2022 workers  
1/31 – Form 1099-NEC to IRS and 2022 contractors  
1/31 – Form 3921 to 2022 employees

### March

3/1 – 2022 Delaware (DE) Annual Franchise Report & minimum payment  
3/15 – 2022 S Corp/LLC Income Tax Return/Extension  
3/31 – Electronic filing of Forms 1099-MISC, 3921, 3922 and W-2G for 2022

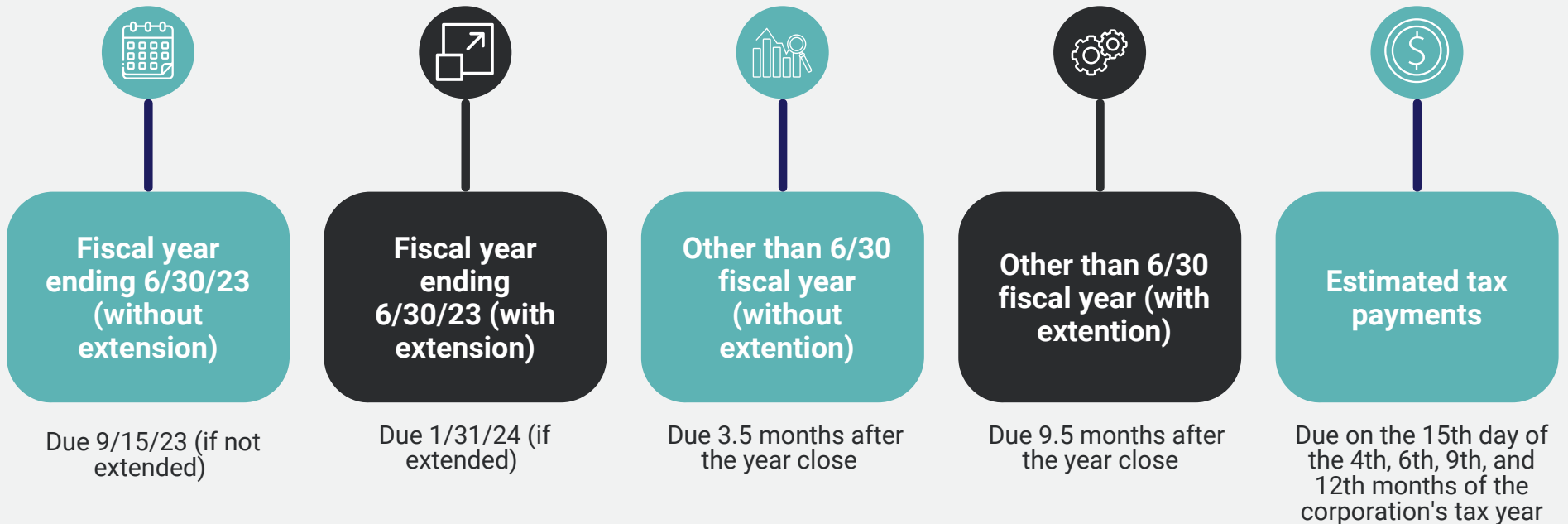
### June

6/1 – 2023 DE Franchise Tax estimated payment  
6/15 – 2023 Federal/State Q2 estimated Income Tax payment

### October

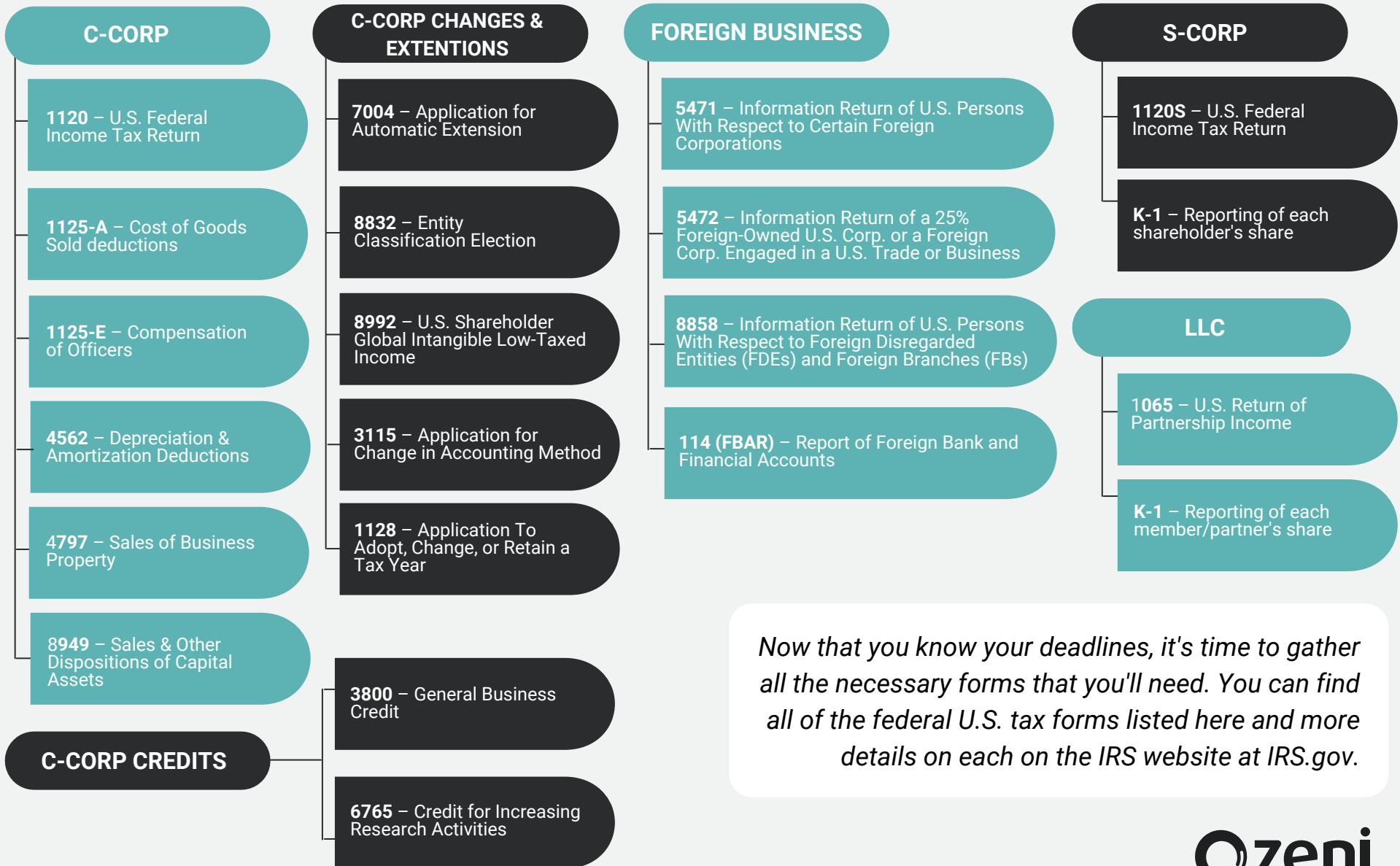
10/16 – 2022 C Corp/Individual Income Tax Return (if extended)

# Deadlines For Fiscal Year Filers



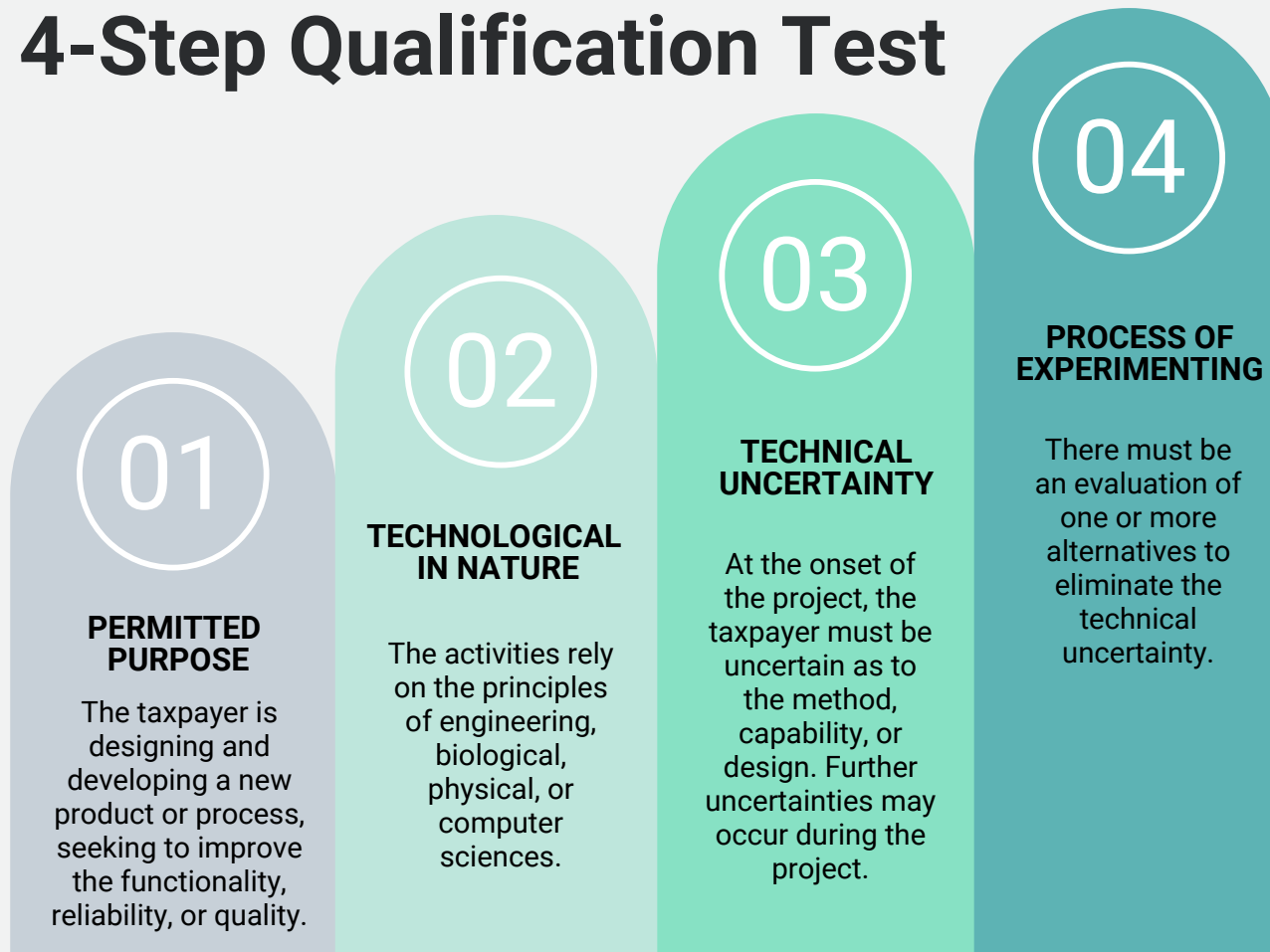
*If you have a startup operating under a non-traditional calendar year or that dissolved on a particular date, the above deadlines are for you.*

# Which Federal Tax Form Do You Need?



# R&D Tax Credit

## 4-Step Qualification Test



### OTHER CRITERIA FOR MAX RETURN

1. Must have less than \$5 million in gross receipts in the credit year.
2. Must not have gross receipts or interest income from more than five years before the current tax year.

*Unsure if your startup qualifies for an R&D tax credit? Use this 4-part test to determine if you can offset payroll tax liability up to \$250,000 annually for up to five years.*

# The Ultimate Tax Checklist For Startups

## CORPORATE DOCUMENTS & INFORMATION

- ☐ Type of entity (C Corp/S Corp/LLC)
- ☐ Incorporation certificate
- ☐ Article of incorporation
- ☐ EIN letter
- ☐ Business legal name and address
- ☐ Any related agreements/contracts
- ☐ List of state registration number/s
- ☐ Name, address, title, SSN of authorized officials
- ☐ Detailed cap table listing name and % of shareholding (preferred/common) by each shareholder
- ☐ Name, SSN, and citizenship of 20% or more voting stock shareholders
- ☐ Details of foreign subsidiary where entity's share is 10% or more
- ☐ Details of any change in structure (restructuring/merger/acquisition)
- ☐ Name and title of authorized person who will sign the returns
- ☐ EFTPS and any state online login credentials, if created

## FINANCIAL DOCUMENTS

- ☐ Method of accounting (Cash/Accrual/Hybrid)
- ☐ Financial statements (P&L/Balance Sheet/General Ledger)
- ☐ Payroll data (W2s/returns/per-state allocations/reconciliation)
- ☐ Revenue data (Per-state allocation of revenue recorded on P&L)
- ☐ Property data (Per-state allocation of fixed assets)
- ☐ Estimated tax and tax paid for 2022 (Date and Amount)
- ☐ Amount of 2021 refund applied to 2022 taxes
- ☐ Detail of any credit received (Share the working/study report)
- ☐ Check the eligibility for R&D credit
- ☐ Did you receive, sell, exchange or otherwise dispose of any financial interest in any virtual currency/cryptocurrency in 2022?
- ☐ Copy of all 1099s received by the entity
- ☐ Copy of all 1099s issued by the entity
- ☐ Any sale of business assets/stocks
- ☐ Was any PPP loan forgiven in 2022?
- ☐ Accrued expenses (recurring/non recurring/date of payment)
- ☐ If first year of incorporation, details of start up and organization cost

# The Ultimate Tax Checklist For Startups Cont.

## PRIOR YEAR RETURNS

- ☐ Copy of all prior year's returns filed (Federal and state/s)
- ☐ Tax schedule of Depreciation claimed in earlier year/s
- ☐ Net Operating loss (NOL) schedule from earlier year/s
- ☐ Any correspondence, to or from the IRS or state tax authority, including any adjustments made to prior returns that could affect later returns
- ☐ Copy of the federal and state Schedules K-1, K-2 and K-3 from each partnership or LLC in which the taxpayer is a partner or member
- ☐ Any related workpapers from pervious accountant

## FUTURE PLANNING

- ☐ Any notes on company's change in structure/ownership
- ☐ Estimated Financials/Forecast for 2023
- ☐ Any planning to acquire any other entity/foreign subsidiary
- ☐ Notes/forward planning on company's growth/direction

# Need More Support?

## Let Zeni Help You Win This Tax Season!

### The Zeni Approach To Startup Taxes

01

A dedicated controller with startup-specific experience manages your books year-round to ensure your records are up-to-date..

02

We ensure you have a proven tax plan in place ahead of tax season. Zeni smoothly executes all tax requirements so you can focus on your business – not the IRS.

03

Our tax advisors have decades of U.S. corporate tax advising experience in a variety of industries to ensure you have 100% clarity and ease around the process

04

We capture, categorize, and store all customer receipts, invoices, and documents in real-time. So, when tax season comes around the process is a breeze.

05

Zeni serves as one fully-integrated finance team to manage every aspect of your startup's finances. Our AI-powered dashboard provides daily, up-to-date insights and access to your finances at all times.

***Zeni offers a level of proactivity, expertise, and support you won't find anywhere else? Let's chat!***

[Book a 1-1 consultation here to see how Zeni can help you make this tax season a breeze.](#)

