

# Estimated tax Q1-Q4 checklist

Use for each taxpayer and jurisdiction. Q1-Q4 periods do not imply identical dates or amounts in every case.

| # | Step                          | Prepared                 | Reviewed                 | Evidence / note |
|---|-------------------------------|--------------------------|--------------------------|-----------------|
| 1 | Prepare the baseline          | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| 2 | Have the calculation reviewed | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| 3 | Communicate the schedule      | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| 4 | Record each payment           | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| 5 | Reconcile the year            | <input type="checkbox"/> | <input type="checkbox"/> |                 |

Jurisdiction: \_\_\_\_\_ Tax year: \_\_\_\_\_ Period: \_\_\_\_\_

Baseline: \_\_\_\_\_ Reviewer: \_\_\_\_\_ Payment evidence: \_\_\_\_\_

IRS source: <https://www.irs.gov/businesses/small-businesses-self-employed/estimated-taxes>

Informational aid, not a tax calculation or proof of payment.