

**Frequently Used Forms
for the Local Finance Directors**

Form Number	Description	Due Date	
State Forms			
F65	Annual Financial Report	within 6 mo. after your fiscal year end	Treasury
Audit	Annual Audit	within 6 mo. after your fiscal year end	
5047	Municipal Finance - Qualifying Statement	within 6 mo. after your fiscal year end	
5176 (DDA & LDFA)	TIF Reimbursement for PPT losses	6/15	PPEL
170 (B)	Annual IFT Report	7/31	Prop Tax
4564	New IFT Report	10/31	
4886	CVTRS - Revenue Sharing Incentive Program	12/1	
2604	TIF Final Report for Capture of School Tax	7/31	
	METRO Actual Municipality annual report (pop.>10,000)	4/29	
5451	Local Community Stabilization Authority	8/1	
5448	Essential Services Reimbursement	8/15	
5572	PA 202 of 2017 -Retirement System Annual Report	within 6 mo. after your fiscal year end	Other
PA 152	Annual Compliance w/employee health costs	12/31	
2011	Escheats-Unclaimed Property Report	7/1	
	Brownfield Compliance Annual Report	9/30	MEDC
Act 51	Annual Financial Report for Road Commissions, Cities, and Villages	120 days after your fiscal year end	MDOT
Operating Assistance Report	Transit Authorities - Quarterly and Annual Operating Assistance Reports	QTR/Annual - 1 month & 10 days after end of QTR/FYE	
2067/2068	Cert. of Employee-Related Conditions	9/30	
Payroll Forms			
940	Employer's Federal Unemployment Tax Return (FUTA)	Quarterly/Annual	
941	Employer's Quarterly Federal Tax Return (Federal Taxes / FICA)	Quarterly	
	Local Income Tax	Quarterly/Monthly	
1028	Employer's Quarterly Wage / Tax Report	Quarterly	
5080	Sales, Use and Withholding Taxes Return	Quarterly/Monthly	
1099	Informational Returns (IRS)	1/31	
Form 1098	Annual Summary and Transmittal of U.S. Informational Returns	2/28	
1094/95-C	Employer-provided health insurance coverage	1/31	
W2	Wage and Tax Statement	1/31	
W3	Transmittal of Wage and Tax Statements	1/31	

	Debit	Credit
Asset/Deferred Outflow/Expense	↑	↓
Liability/Deferred Inflow/Revenue	↓	↑



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