



White Glove Trucking Operations Process Task List:

Task	Renewal/Due Date	Cost	Link	Notes
FMCSA				
1 MCS-150 Biennial Update	Aug. (odd years)			
2 Annual Consortium Fee	November	\$125.00		
VA DMV				
1 UCR	November	\$69.00		
2 File Ifta	Jan 31 (Q4 Oct.-Dec.)			
3 File Ifta	Apr 31 (Q1 Jan.-Mar.)			
4 File Ifta	Jul 31 (Q2 Apr.-Jun.)			
5 File Ifta	Oct 31 (Q3 Jul.-Sep.)			
6 DOT Medical Exam	May (Yearly)			
7 IRP Registration	October (Yearly)	\$2,177.00		
IRS/Federal Tax				
1 Form 940, Employer's Annual Federal Unemployment (FUTA) Tax Return	Feb. 1 (yearly)		https://www.irs.gov/forms-pubs/about-form-940	
2 Form 941, Employer's QUARTERLY Federal Tax Return	April 30, July 31, Oct. 31, Jan. 31		https://www.irs.gov/forms-pubs/about-form-941	
3 Form 1120-S, U.S. Income Tax Return for an S Corporation (and K-1)	Mar. 15 (yearly)		https://www.irs.gov/forms-pubs/about-form-1120-s	
4 Schedule K-1, Shareholder Share of Business Report	March 15 (yearly)		https://www.irs.gov/forms-pubs/about-schedule-k-1-form-1120-s	
5 Form 2290, Heavy Highway Vehicle Use Tax Return	Aug. 31 (yearly)	\$500.00	https://www.irs.gov/forms-pubs/about-form-2290	
6 File W-2 Form	Jan. 31 (yearly)		https://www.ssa.gov/employer/	File in January after you know what salary to pay yourself
7 Complete Mock Tax Return for year-end tax maneuvers	November (yearly)			

8	Write myself a check from business acct to personal acct	Dec. 15th (yearly)			Make sure to categorize as wages in Quickbooks.
VA State Tax					
1	File Form 502 - Pass Through Entity Tax Return	Apr. 15 (yearly)		https://www.tax.virginia.gov/pass-through-entities	
2	File Form 760 - VA Individual Tax Return	Apr. 15 (yearly)			
3	File VA Unemployment Insurance Quarterly Report	Quarterly		https://employer.vec.virginia.gov/eForms/fc20#	
	File/Pay VA Withholding Return (VA withholding estimate is \$500 per \$10000 salary (5%))			https://www.business.tax.virginia.gov/VTOL/tax/Login.xhtml?logout=true	
5	File W-2 with VA Tax Withholding	Jan 31		https://www.business.tax.virginia.gov/VTOL/tax/TaxHome.xhtml	
Maintenance		Miles when completed			
	DPF filter cleaned	519000 miles			
	New batteries	519000 miles			
State Permits					
1	NY HUT sticker renewal	Oct. 1 (yearly)		https://www.oscar.ny.gov/OSCR/OSCRCarrierHome	
2	File NY HUT (now annual)			https://www.tax.ny.gov/online/	
3	Kentucky quarterly tax filingx payment	April 30, July 31, Oct. 31, Jan. 31			
4	New Mexico quarterly tax filing	April 30, July 31, Oct. 31, Jan. 31			
5	New York quarterly tax filing	April 30, July 31, Oct. 31, Jan. 31			
6	Oregon trip permit	when entering the state		https://www.oregontruckingonline.com/cf/MCAD/pubMetaEntry/index.cfm	
Monthly Misc. (1st of Month)					
1	Pay Credit cards				
2	Put fuel purchases in IFTA spreadsheet				
3	Reset trip odometer on truck				
4	Put in prior months tolls, scales, and showers				

5	Do fixed and variable cost worksheet (P&L)			
6	Access VA MCS so password doesn't expire			
Quarterly				
1	IRS Form 941 (mail to: Department of the Treasury Internal Revenue Service Kansas City, MO 64999-0005)			https://www.irs.gov/forms-pubs/about-form-941
2	E-Deposit Withholding Amount			https://www.eftps.gov/eftps/
3	File IFTA			https://virginiamcs.com/vaWeb/lo gin.do
4	VA Tax Withholding			https://www.business.tax.virginia.gov/VTOL/tax/TaxHome.xhtml
5	File KYU			https://drive.ky.gov/motor-carriers/Pages/Online-Services.aspx
6	New Mexico Quarterly Filing			https://tap.state.nm.us/Tap/_/
6	New IFTA tracking spreadsheet			https://docs.google.com/spreadsh eets/d/11g5FDxOkNskrjjsS3eiMdkdgd eFSO7vip114jRi0lio/edit#gid =0
7	Save payments to tax folders			
8	VA Unemployment Filing			https://employer.vec.virginia.gov/eForms/fc20#
9	Connecticut Filing			https://drs.ct.gov/eservices/_/
Daily Business Maintenance/Bookkeeping				
1	Send BOLs			
2	Review Emails			
3	Quickbook Order of Operations:			
	1) QB - expenses			
	a. Snap receipts			
	b. confirm/match transactions			
	c. add scales			
	d. add showers			
	e. add tolls			
	2) QB - invoices			
	a. do invoices after accepting/doing load			
	b. add detention and lumpers ASAP			
4	Put Fuel card/TCS receipts into QB			
5	Put fuel purchases into IFTA spreadsheet			

6	Pay any E-Tolls received				
7	Photo log of maintenance shops when I visit them				
8	Add planet fitness and LA fitness to map when I visit them				
Description:					
I use this tool to stay on top of all the daily, monthly, and yearly tasks I have to complete as an owner-operator and carrier.					
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