

RECORD RETENTION FOR BUSINESSES

In business, good recordkeeping is essential not only for tax reporting purposes but also for the success of the company. The guidelines below give general retention periods for the most common business records. Call us if you'd like more information or assistance with your record retention program.

ACCOUNTING RECORDS

RETENTION PERIOD

Accounts payable	7 years
Accounts receivable	7 years
Audit reports	Permanent
Chart of accounts	Permanent
Depreciation schedules	Permanent
Expense records	7 years
Financial statements (<i>annual</i>)	Permanent
Fixed asset purchases	Permanent
General ledger	Permanent
Inventory records	7 years ¹
Loan payment schedules	7 years
Purchase orders (<i>1 copy</i>)	7 years
Sales records	7 years
Tax returns	Permanent

BANK RECORDS

Bank reconciliations	7 years
Bank statements	7 years
Cancelled or substitute checks	7 years ²
Electronic payment records	7 years

CORPORATE RECORDS

Board minutes	Permanent
Business licenses	Permanent
Bylaws	Permanent
Contracts – major	Permanent
Contracts – minor	Life + 4 years
Insurance policies	Life + 3 years ³
Leases/mortgages	Permanent
Patents/trademarks	Permanent
Shareholder records	Permanent
Stock registers	Permanent
Stock transactions	Permanent

EMPLOYEE RECORDS

Benefit plans	Permanent
Employee files (<i>ex-employees</i>)	7 years ⁴
Employment applications	3 years
Employment taxes	7 years
Payroll records	7 years
Pension/profit-sharing plans	Permanent

REAL PROPERTY RECORDS

Construction records	Permanent
Leasehold improvements	Permanent
Lease payment records	Life + 4 years
Real estate purchases	Permanent

¹ Permanent for LIFO system

² Permanent for real estate purchases

³ Check with your agent. Liability for prior years can vary

⁴ Or statute of limitations for employee lawsuits

RECORD RETENTION FOR INDIVIDUALS

Good recordkeeping can cut your taxes and make your financial life easier.

How long to keep records is a combination of judgment and state and federal statutes of limitations. Since federal tax returns can generally be audited for up to three years after filing and up to six years if the IRS suspects underreported income, it's wise to keep tax records at least seven years after a return is filed. Requirements for records kept electronically are the same as for paper records. Generally, follow these recommended retention periods for various documents:

RECORD

RETENTION PERIOD

Tax returns (<i>uncomplicated</i>)	7 years
Tax returns (<i>all others</i>)	Permanent
W-2s	7 years
1099s	7 years
Bank deposit slips	7 years
Bank statements	7 years
Cancelled or substitute checks supporting tax deductions	7 years
Charitable contribution records	7 years
Credit card statements	7 years
Dividend reinvestment records	Ownership period + 7 years
Divorce documents	Permanent
Estate planning documents	Permanent
Home purchase and improvement documents	Ownership period + 7 years
Home repair receipts	Warranty period for item
Insurance policies	Life of policy + 3 years*
Investment purchase and sales documents	Ownership period + 7 years
IRA annual reports	Permanent
IRA nondeductible contributions Form 8606	Permanent
Loans	Term of loan + 7 years
Mutual fund annual statements	Ownership period + 7 years
Receipts, diaries, logs pertaining to tax return	7 years
Retirement plan annual reports	Permanent
Year-end brokerage statements	Ownership period + 7 years

*Check with your agent. Liability for prior years can vary.

This publication provides only summary information regarding the subject matter at the time of printing. Please call with any questions on how this information may impact your situation.

2025

Tax POCKET GUIDE

Essential Information to Know

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2025 TAX FILING DEADLINES

- **January 15** – Fourth installment of 2024 individual estimated tax is due.
- **January 31** – Due date for employers to furnish W-2 statements to employees, and to file W-2 forms with the Social Security Administration (both paper and electronic forms).
- **January 31** – Due date for payers to provide most 1099-MISC and 1099-NEC forms to recipients and to the IRS.
- **January 31** – Employers must file 2024 federal unemployment tax returns and pay any tax due.
- **February 28** – Payers file most other 1099 forms (except certain 1099-MISC and 1099-NEC forms due January 31) for 2024 tax year with the IRS.*
- **February 28** – Due date for providers to file Form 1095 for 2024 tax year with the IRS.*
- **March 3** – Due date to send Forms 1095 to recipients.
- **March 17** – 2024 calendar-year S corporation income tax returns are due.
- **March 17** – 2024 partnership returns are due.
- **March 17** – Deadline for calendar-year corporations to elect S corporation status for 2025.
- **April 15** – 2024 individual income tax returns are due.
- **April 15** – 2024 annual gift tax returns are due.
- **April 15** – 2024 calendar-year C corporation income tax returns are due.
- **April 15** – Deadline for making 2024 IRA contributions.
- **April 15** – First installment of 2025 individual estimated tax is due.
- **April 15** – Extension deadline for farmers and fishermen who did not make 2024 estimated tax payments to file 2024 tax returns and pay taxes in full.
- **June 16** – Second installment of 2025 individual estimated tax is due.
- **September 15** – Third installment of 2025 individual estimated tax is due.
- **September 15** – Due date for extended 2024 S corporation and partnership tax returns.
- **October 15** – Due date for extended 2024 individual and C corporation tax returns.
- **January 15, 2026** – Fourth installment of 2025 individual estimated tax is due.

*March 31 if filing electronically

Call for details or for assistance with any tax filing. Also be aware that tax changes can occur at any time. As needed, contact us for current rates and rules.

2025 INDIVIDUAL TAX RATES – TAXABLE INCOME

TAX RATE	SINGLE	JOINT*	HEAD OF HOUSEHOLD
10%	\$1 – 11,925	\$1 – 23,850	\$1 – 17,000
12%	11,926 – 48,475	23,851 – 96,950	17,001 – 64,850
22%	48,476 – 103,350	96,951 – 206,700	64,851 – 103,350
24%	103,351 – 197,300	206,701 – 394,600	103,351 – 197,300
32%	197,301 – 250,525	394,601 – 501,050	197,301 – 250,500
35%	250,526 – 626,350	501,051 – 751,600	250,501 – 626,350
37%	Over \$626,350	Over \$751,600	Over \$626,350

*Amounts for married separate are one-half of joint amounts.

2025 DEDUCTIONS AND EXCEPTIONS

Standard Deduction

Single	\$15,000
Joint returns and surviving spouses	\$30,000
Married filing separately	\$15,000
Head of household	\$22,500

The standard deduction is increased by \$1,600 for a married taxpayer 65 or older or blind (\$3,200 if both 65 and blind); by \$2,000 for a single taxpayer 65 or older or blind (\$4,000 if both 65 and blind).

2025 FICA TAX RATES

TAX	MAXIMUM TAX RATE	MAXIMUM WAGE BASE	MAXIMUM TAX
Social Security	6.20%	\$176,100	\$10,918.20
Medicare	1.45%*	No limit	No ceiling

The Federal Insurance Contributions Act (FICA) tax is a combination of a Social Security tax and a Medicare tax. The Social Security tax is assessed on wages up to \$176,100; the Medicare tax is assessed on all wages.

For 2025, self-employed individuals pay a 15.3% Old Age, Survivors and Disability Insurance (OASDI) tax, which is similar to the FICA tax, on the first \$176,100 of self-employment income.

*A 0.9% Medicare surtax is assessed on all wages or self-employment income in excess of \$200,000 for singles, \$250,000 for joint returns, and \$125,000 for married couples filing separately.

2025 CORPORATE TAX RATE

C corporations

- Flat 21% corporate tax rate. Includes personal service corporations.
- No alternative minimum tax for small and medium corporations.

Passthrough entities

(S corporations, partnerships and sole proprietors)

- Taxed as ordinary income.
- Deduction of up to 20% of qualified business income available to qualifying businesses. Not available for C corporations. Deduction may be reduced above the following thresholds: Joint - \$394,600; All Others - \$197,300

2025 INCOME PHASEOUT LEVELS

ITEMIZED DEDUCTIONS

- \$750,000 acquisition indebtedness interest limit.
- \$10,000 property/state income & sales tax limit.
- Personal and casualty losses limited to presidentially declared disaster.
- Wager loss limitation applies to gambling and related expenses.
- Medical expense threshold is 7.5%.

ALTERNATIVE MINIMUM TAX EXEMPTION

Single and head of household	\$88,100
Joint returns and surviving spouses	\$137,000
Married filing separately	\$68,500
Estates and trusts	\$30,700

CHILD TAX CREDIT

	(\$2,000 per child)
Single and head of household	Starts at \$200,000
Joint	Starts at \$400,000
Married filing separately	Starts at \$200,000

CREDIT FOR OTHER DEPENDENTS

\$500/dependent for those not qualified for CTC

IRA DEDUCTIBILITY (with company pension)

Single and head of household	\$79,000 – 89,000
Joint - When spouse is covered by an employer plan	\$126,000 – 146,000
Joint - When spouse is not covered by an employer plan	\$236,000 – 246,000
Married filing separately	\$0 – 10,000

ROTH IRA ELIGIBILITY

Single and head of household	\$150,000 – 165,000
Joint	\$236,000 – 246,000
Married filing separately	\$0 – 10,000
Conversion of traditional IRA to a Roth IRA	No income limit

COVERDELL EDUCATION SAVINGS ACCOUNT

Single, head of household and married filing separately	\$95,000 – 110,000
Joint	\$190,000 – 220,000

AMERICAN OPPORTUNITY (HOPE) CREDIT

Single and head of household	\$80,000 – 90,000
Joint	\$160,000 – 180,000
Married filing separately	\$0

LIFETIME LEARNING CREDIT

Single and head of household	\$80,000 – 90,000
Joint	\$160,000 – 180,000

COLLEGE BOND INTEREST EXCLUSION

Single and head of household	\$99,500 – 114,500
Joint	\$149,250 – 179,250

INTEREST ON EDUCATION LOANS

Single and head of household	\$85,000 – 100,000
Joint	\$170,000 – 200,000

*Adjusted or modified adjusted gross income