



2012 Traffic, Bookkeeping & Business Calendar

| | WK. | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|---|-----|-----|-----|-----|-----|-----|-----|-----|
| F | 6 | 30 | 31 | 1 | 2 | 3 | 4 | 5 |
| E | 7 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| B | 8 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| | 9 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |

February 2012

Monday, January 30th

- **February, 2012 Broadcast Month Begins Today**

Tuesday, January 31st

- **Florida Primary Political Window Closes**
- **Florida Primary Election Day**
- **IRS:** File Form 720 for the fourth quarter of 2011
- **IRS:** Furnish Forms 1098, 1099 and W-2G to recipients for certain payments during 2011.
- **IRS:** Furnish Form W-2 to employees who worked for you during 2011
- **IRS:** File Form 730 and pay the tax on wagers accepted during Dec 2011
- **IRS:** Deposit any FUTA tax owed through Dec 2011
- **IRS:** File Form 2290 and pay the tax for vehicles first used in Dec 2011
- **IRS:** File Forms 940, 941, 943, 944 and/or 945 if you did not deposit all taxes when due
- **IRS:** File your tax return if you did not pay your last installment of estimated tax by January 17th

Wednesday, February 1st

- **Missouri Republican Caucus Political Window Opens** - Lowest Unit Rate Window Opens. Feb. 1 is the first day of the Lowest Unit Rate period for the presidential primaries and caucuses to be held on March 17. -Missouri (Republican Caucus).
- **IRS** - Deposit payroll tax for payments on Jan 25-27 if the semiweekly deposit rule applies
- **FCC Form 303-S License Renewal Applications due for**

Radio Stations in the Following States. Commercial and noncommercial AM and FM radio stations, FM translator stations, and Low Power FM stations in Arkansas, Louisiana, and Mississippi must prepare and file with the FCC an FCC Form 303-S license renewal application seeking to renew their station license.

- **License Renewal Post-filing Announcements Begin for Commercial and Noncommercial AM and FM Radio Stations in the Following States. Stations in Arkansas, Louisiana, and Mississippi** must begin airing post-filing announcements to give local notice that the station has filed its FCC Form 303-S license renewal application with the Commission. Similar to the pre-filing announcements, the post-filing announcements must air on the 1st and 16th of the three calendar months following the filing of the license renewal application. For radio stations in these states, the post-filing announcements will air on Feb. 1, Feb. 16, Mar. 1, Mar. 16, Apr. 1 and Apr. 16.
- **Fifth License Renewal Post-filing Announcements for Commercial and Noncommercial AM and FM Radio Stations in Alabama and Georgia.** See January 1 entry above for more information about this obligation.
- **License Renewal Pre-filing Announcements Begin for Radio Stations in the Following States. Commercial and noncommercial AM and FM radio stations in Indiana,**

Kentucky, and Tennessee must begin airing pre-filing announcements to give local notice that the station is preparing to file an FCC Form 303-S license renewal application with the Commission. Consistent with the Commission's rules, beginning on the first day of the sixth calendar month prior to the expiration of their license, stations must air announcements on the 1st and 16th of each calendar month preceding the filing of their license renewal application to inform the community that the station seeking renewal of its license. The announcements provide information about the station's renewal filing and inform listeners that they can inform the FCC of facts relating to the application or the station's operation, and also visit the station's public inspection file. For radio stations in these states, the pre-filing announcements must air on Fe. 1, Feb. 16, Mar. 1, and Mar. 16.

- **FCC Form 396 Broadcast EEO Program Report due for Radio Stations in the Following States. In connection with their license renewal filings, Commercial and noncommercial AM and FM radio stations in Arkansas, Louisiana, and Mississippi** must also prepare and file with the FCC an FCC Form 396 Broadcast EEO Program Report providing information on the stations' EEO compliance during the most recent license term.
- **Annual EEO Public File Report. Radio and Television station employment units in Arkansas,**

Kansas, Louisiana, Mississippi, Nebraska, New Jersey, New York and Oklahoma must place in their Public Inspection File and post on their Web site, if they have one, their FCC Annual EEO Public File Report.

- **FCC Form 323-E Biennial Ownership Reports Due for Noncommercial Stations Only in the Following Select States. Noncommercial television stations in Kansas, Nebraska and Oklahoma, and noncommercial radio stations in Arkansas, Louisiana, Mississippi, New Jersey, and New York** must prepare and file electronically an FCC Form 323-E Biennial Ownership Report with the FCC. Please note, commercial stations now file their biennial ownership reports on a single unified date, which will next occur on November 1, 2013.

Thursday, February 2nd

- **Puerto Rico Political Window Opens Today** - Lowest Unit Rate Window Opens. February 2 is the first day of the Lowest Unit Rate period for the congressional primaries and caucuses to be held on March 18. (Puerto Rico).

Friday, February 3rd

- **IRS** - Deposit payroll tax for payments on Jan 28-31 if the semiweekly deposit rule applies.

Saturday, February 4th

- **Illinois & Nevada Political Window Opens Today** - Lowest Unit Rate Window Opens. Feb. 4 is the first day of the Lowest Unit Rate period for the presidential and/or congressional primaries and caucuses to be held on March 20. (Illinois Primary and Nevada Primary)
- **Maine Republican Caucus Begins Today and Ends Feb. 11th**

Monday, February 6th

- Iowa Democratic Caucus Day

Tuesday, February 7th

- Colorado Republican Caucus Day
- Minnesota Republican Caucus Day
- Missouri (non-binding) Primary Day

Wednesday, February 8th

- **Louisiana Political Window Opens** - Lowest Unit Rate Window Opens. Feb. 8 is the first day of the Lowest Unit Rate period for the presidential primaries and caucuses to be held on March 24. (Louisiana)
- **IRS** - Deposit payroll tax for payments on Feb 1-3 if the semiweekly deposit rule applies.

Thursday, February 9th

The FCC has extended the comment deadline looking at imposing new **Public File Obligations** on TV broadcasters (and potentially, at some point in the future, on radio stations as well). The initial comment deadline has twice been extended and is now February 9. Read a summary of the issue by clicking [here](#).

Friday, February 10th

- **IRS** - Deposit payroll tax for payments on Feb 4-7 if the semiweekly deposit rule applies
- **IRS** - File 2011 Forms 940, 941, 943, 944 and/or 945 if you timely deposited all required payments.

Tuesday, February 14th

- **Valentine's Day**
- **Copyright Royalties for Internet Streaming.** Webcasters, including radio stations simulcasting their programming on the Web, must pay the

monthly royalty fee to SoundExchange for music streamed by the webcaster during the month ending Dec. 31, 2011, and file Reports of Use providing information about the songs they streamed.

Wednesday, February 15th

- **IRS** - File a new Form W-4 if you claimed exemption from income tax withholding in 2011.
- **IRS** - Forms 1099-B, 1099-S and certain Forms 1099-MISC to recipients.
- **IRS** - Deposit payroll tax for Jan if the monthly deposit rule applies.
- **IRS** - Deposit payroll tax for payments on Feb 8-10 if the semiweekly deposit rule applies.

Wed., February 15th-16th

- **[Fly-In for Radio Group Executives](#)** - NAB-RAB Fly-In for Radio Group Executives, Park Hyatt, Washington DC - The Fly-In for Radio Group Executives is a members-only event for top level radio executives whose companies own/operate at least one station in at least three markets in the United States.

Thursday, February 16th

- **IRS** - Begin withholding on employees who claimed exemption from withholding in 2011 but did not file a W-4 to continue withholding exemption in 2011
- **Sixth and final License Renewal Post-filing Announcements for Commercial and Noncommercial AM and FM Radio Stations in Alabama and Georgia.** See January 1 entry above for more information about this obligation.
- **Second License Renewal Post-filing Announcements for Commercial and Noncommercial AM and FM Radio Stations in Arkansas,**

Louisiana, and Mississippi. See February 1 entry above for more information about this obligation.

- **Second License Renewal Pre-filing Announcements for Commercial and Noncommercial AM and FM Radio Stations in Indiana, Kentucky, and Tennessee.** See February 1 entry above for more information about this obligation.
-

Thursday, February 16th-17th

- [NRB \(Nat'l Religious Broadcasters\)](#) - Executive Committee Meeting, Gaylord Resort & Convention Center - Nashville, TN
-

Friday, February 17th

- **IRS** - Deposit payroll tax for payments on Feb 11-14 if the semiweekly deposit rule applies.
-

Saturday, February 18th

- **Wisconsin Presidential Political Window Opens Today** - Lowest Unit Rate Window Opens. Feb. 18 is the first day of the Lowest Unit Rate period for the presidential and/or congressional primaries and caucuses to be held on April 3. (Wisconsin).
- **Maryland & Washington DC Presidential & Congressional Political Window Opens Today** - The states holding both their

congressional and presidential primary or caucus on April 3 are: District of Columbia and Maryland.

Saturday, February 18th-21st

- [NRB \(National Religious Broadcasters\)](#) - NRB 2012 Convention & Exposition, Gaylord Resort & Convention Center - Nashville, TN
-

Tuesday, February 21st-24th

- [Harris Media, Automation and Digital Asset Management User Conference](#), Disney's Grand Floridian Resort and Spa, Lake Buena Vista, FL
-

Wednesday, February 22nd

- **Upfront Payment Deadline for FM Auction No. 93. By 6:00 p.m. ET on February 22**, parties that submitted an FCC Form 175 short form application for participation in FM Auction No. 93 must submit an upfront payment to the FCC in order to be eligible to bid in the March 27th auction.
-

Thursday, February 23rd

- **IRS** - Deposit payroll tax for payments on Feb 15-17 if the semiweekly deposit rule applies
-

Friday, February 24th

- **IRS** - Deposit payroll tax for payments on Feb 18-21 if the semiweekly deposit rule applies.
-

Sunday, February 26th

- **Broadcast Month for February Ends Today**
-

Tuesday, February 28th

- **IRS** - File information returns, including Forms 1098, 1099 and W-2G for payments made during
-

Wednesday, February 29th

- **Democratic Political Windows Open Today for Caucuses in Idaho, Kansas, Nebraska and Wyoming** - Lowest Unit Rate Window Opens. It's the first day of the Lowest Unit Rate period for the presidential primaries and caucuses to be held on April 14. [Idaho (Democratic Caucus), Kansas (Democratic Caucus), Nebraska (Democratic Caucus), and Wyoming (Democratic Caucus).]
- **IRS** - File Form 2290 and pay the tax for vehicles first used in January.
- **IRS** - Deposit payroll tax for payments on Feb 22-24 if the semiweekly deposit rule applies.