



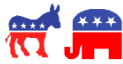

# TDGA Traffic, Bookkeeping, Management, Sales & Office Calendar February, 2018

	WK	Mon	Tue	Wed	Thu	Fri	Sat	Sun
F	5	29	30	31	1	2	3	4
E	6	5	6	7	8	9	10	11
B	7	12	13	14	15	16	17	18
	8	19	20	21	22	23	24	25

- **Note To EFTPS Users: IRS Payments must be scheduled by 8-pm E.T. at least one calendar day before the tax due date. With new Tax regulations being promulgated after the 2018 tax year began. You may want to check for new dates or additions to our basic IRS Reminders, already listed on this Traffic Calendar by dates. That can be accessed at <https://www.tax.gov/calendar/>**



**Reminder: Political Windows That “opened” in January and continue into February Include: Political Window Opens for **Special Pennsylvania 19th Cong. Dist. Election****

-  - Political Window Opens for **Special Pennsylvania 19th Cong. Dist. Election**
-  - Political Window Open for **Florida Municipal Elections**
-  - Political Window Open for **Special Arizona 8th Cong. District Primary**
-  - Political Window Opens for **Texas Primary**

## IMPORTANT REMINDERS FOR 2018

- **Online Public Inspection File: By March 1, 2018**, noncommercial educational radio stations and commercial radio stations **must complete the uploading of their public inspection file to the FCC’s online file**. Those in this “last wave” of stations moving their public files online do not have to upload their *Political* File by this date, but must at a minimum commence uploading their Political File documents to the FCC’s online public file on a going-forward basis. . If you would like to listen to an excellent hour-long webinar on the subject, please [CLICK HERE](#).
- **Commercial and Noncommercial Biennial Ownership Report:** In 2016, the FCC adopted a new consolidated Biennial Ownership Report filing deadline of December 1 of odd-numbered years for all commercial and noncommercial broadcast stations. To accommodate the rollout of the new Licensing Management System (“LMS”), **the FCC announced it would push back the 2017 filing deadline to March 2, 2018. All 2017 reports must reflect the ownership of the station as of October 1, 2017.** Commercial broadcast stations must file FCC Form 323 (Ownership Report for Commercial Broadcast Stations), and noncommercial stations must file FCC Form 323-E (Ownership Report for Noncommercial Broadcast Stations).
- **Quarterly Reporting of Noncommercial Educational Station Fundraising for Third Parties:** In 2017, the FCC modified its rules to permit noncommercial stations that do not receive funding from the

Corporation for Public Broadcasting to conduct, subject to various restrictions, on-air fundraising for certain third-party non-profit organizations. As part of this rule change, the FCC requires that a station engaging in such fundraising place information on these activities in the station's public inspection file on a quarterly basis, starting with reports for the fourth quarter of 2017. These quarterly reports must include the date, time, duration, type of activity, name of the benefitting non-profit organization, and a brief description of the cause or project. Insofar as the station helped to tally or received any funds for the non-profit group, the station must also provide an approximation of the total funds raised.

- **Applications for Renewal of License:** The three-year long license renewal cycle for stations in the radio services (AM, FM, FM Translator, LPFM), which ended in 2014 will not begin again until **June 1, 2019**. The license renewal cycle for broadcast stations in the television services (full-power television, Class A, LPTV, TV Translator), ended in 2015 and will not begin again until **June 1, 2020**.
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## Monday, January 29, 2018

- **First Day of February 2018 Broadcast Calendar Month**
- [Kansas Day](#)

## Tuesday, January 30, 2018

- [Wisconsin Association of Broadcasters Social Media and Young Professional Sessions](#) (1:00-4:00 PM) - Location: Madison Concourse . For Full details Go to: <https://www.wi-broadcasters.org/events/social-media-and-young-professional-sessions/>

## Wednesday, January 31, 2018

- **Last Day of January 2018 on the Gregorian Calendar Month**
- **Copyright Royalty Fee: Annual Minimum Fee Statement of Account Form Due**—By this date, most commercial and noncommercial webcasters and those simulcasting radio programming over the Internet **must submit the Minimum Fee Statement of Account Form** and the annual copyright royalty fee to SoundExchange.
  - January 31 is also the date by which certain webcasters and simulcasters are eligible to make elections affecting their royalty rates and reporting requirements for the upcoming year. If your radio station is simulcast or rebroadcast over the Internet, we encourage you to consult qualified counsel with regard to your obligations.
- [Wisconsin Association of Broadcasters Winter Conference Job/Career Fair](#) - 8:30 - 10:30 AM  
Location: Concourse Hotel – Madison - **Download 2018 Winter Conference Job Fair Booth Request Form** - <https://www.wi-broadcasters.org/wp-content/uploads/2018-Winter-Conference-Job-Fair-Booth-Request-Form.pdf>
- [Wisconsin Association of Broadcasters Winter Conference & State Legislative Day](#) – See the full Agenda inline at <https://www.wi-broadcasters.org/events/winter-conference-state-legislative-day/>
- [IRS-File Form 2290 and pay the tax for vehicles first used in Dec 2017.](#)
- [IRS-Applicable Large Employers provide Forms 1095-C to full time employees; For all other providers of Minimum Essential Coverage, provide Forms 1095-B to responsible individuals.](#)
- [IRS-File Forms 940, 941, 943, 944 and/or 945 if you did not deposit all taxes when due.](#)
- [IRS-Deposit any FUTA tax owed through Dec 2017.](#)
- [IRS- Deposit payroll tax for payments on Jan 24-26 if the semiweekly deposit rule applies.](#)
- [IRS- File Form 1099-MISC with IRS if you are reporting nonemployee compensation.](#)

- [!\[\]\(7e19807c61da14f515588e95cd49886c\_img.jpg\) IRS-File 2017 Forms W-2, W-2AS, W-2CM, W-2GU, W-2VI, W-3 and W-3SS with the SSA whether you file using paper forms or electronically.](#)
- [!\[\]\(8ff9e60a4b0560d7ec99179ef4779d9e\_img.jpg\) IRS-Furnish Forms 1098, 1099 and W-2G to recipients for certain payments during 2017. Furnish Form W-2 to employees who worked for you during 2017.](#)
- [!\[\]\(ab9b69bf5753a01c76b30af859454360\_img.jpg\) IRS- File Form 720 for the fourth quarter of 2017.](#)
- [!\[\]\(c5af66b13c724ca428497900cdbbc9b3\_img.jpg\) IRS- Individuals: File your tax return if you did not pay your last installment of estimated tax by Jan 16th \(see Form 1040-ES\)](#)
- [!\[\]\(1fde827780c8f912fd3ae9174d52d155\_img.jpg\) IRS-File Form W-3 with Copy A of all Forms W-2 issued for 2017.](#)
- [West Virginia Broadcasters Association](#) - Deadline for Excellence in Broadcasting Award Submission forms. Contact Michele Crist for details or forms
- [Tu B'Shevat \(Arbor Day\)](#) Jewish Observance


## Thursday, February 1, 2018

- **First Day of February 2018 on the *Gregorian Calendar Month***
- **EEO Public File Reports** – All radio and television stations with five (5) or more full-time employees located in **Arkansas, Kansas, Louisiana, Mississippi, Nebraska, New Jersey, New York, and Oklahoma** must place EEO Public File Reports in their public inspection files. TV stations must upload the reports to the online public file. Radio stations in the top 50 markets and in an employment unit with five or more employees will have to place these reports in the online public inspection file; all other radio stations may continue to place hard copies in the paper public file for the next month. For all stations with websites, the report must be posted there as well. Per announced FCC policy, the reporting period may end ten days before the report is due, and the reporting period for the next year will begin on the following day. Source:: [CommLawBlog](#)
- **EEO Mid-Term Reports** – All radio stations with eleven or more full-time employees in **New Jersey or New York, and all television stations with five or more full-time employees in Kansas, Nebraska, or Oklahoma** must electronically file a mid-term EEO report on FCC Form 397, with the last two EEO public file reports attached. Source:: CommLawBlog
- [National Freedom Day](#)

## Friday, February 2, 2018

- [IRS-Deposit payroll tax for payments on Jan 27-30 if the semiweekly deposit rule applies.](#)
- [National Wear Red Day](#) - On this day, men and women are encouraged to wear red as a symbol of their support of women's heart health.
- [Groundhog Day](#)

## Saturday, February 3, 2018

 Political Window Opens for **Illinois** Primary

## Sunday, February 4, 2018

- [Rosa Parks Day](#)

## Monday, February 5, 2018

- [Country Radio Seminar \(CRS\) - Nashville, TN](#) (Feb. 5<sup>th</sup>-6<sup>th</sup> & 7<sup>th</sup>) - Country Radio Seminar is an annual convention designed to educate and promote the exchange of ideas and business practices in the

Country music industry, with specific emphasis on issues relevant to Country radio. Get information at <https://www.countryradioseminar.com/>

- [Constitution Day - Mexico](#)

## Tuesday, February 6, 2018

- [Country Radio Seminar \(CRS\) - Nashville, TN](#) (Feb. 5<sup>th</sup>-6<sup>th</sup> & 7<sup>th</sup>) - Country Radio Seminar is an annual convention designed to educate and promote the exchange of ideas and business practices in the Country music industry, with specific emphasis on issues relevant to Country radio. Get information at <https://www.countryradioseminar.com/>

## Wednesday, February 7, 2018

- [IRS-Deposit payroll tax for payments on Jan 31-Feb 2 if the semiweekly deposit rule applies.](#)
- [Country Radio Seminar \(CRS\) - Nashville, TN](#) (Last Day Today) - Country Radio Seminar is an annual convention designed to educate and promote the exchange of ideas and business practices in the Country music industry, with specific emphasis on issues relevant to Country radio. Get information at <https://www.countryradioseminar.com/>

## Thursday, February 8, 2018



Political Window Opens for **Louisiana Municipal Primary (If Needed)**

- **Georgia Association of Broadcasters Journalism and Mass Communication Career Day** (10-am-5-pm) In cooperation with the University of Georgia. Get details for students at [career.uqa.edu/calendar](http://career.uqa.edu/calendar)

## Friday, February 9, 2018

- [IRS-Deposit payroll tax for payments on Feb 3-6 if the semiweekly deposit rule applies.](#)

## Monday, February 12, 2018

- [IRS-File Forms 940, 941, 943, 944 and/or 945 if you timely deposited all required payments.](#)
- [Family Day](#) – British Columbia
- [Lincoln's Birthday](#)

## Tuesday, February 13, 2018

- [Shrove Tuesday/Mardi Gras](#)
- [Maha Shivaratri](#) - Hindu

## Wednesday, February 14, 2018

- [Valentine's Day](#)
- [IRS-Deposit payroll tax for payments on Feb 7-9 if the semiweekly deposit rule applies.](#)
- **Copyright Royalty Fee: Monthly Report of Use and Monthly Usage Statement of Account Forms Due**—Commercial and noncommercial webcasters and those simulcasting radio programming over the Internet must submit the Monthly Report of Use and Monthly Usage Statement of Account forms to SoundExchange for the month ending December 31, 2017 by this date.
- [Statehood Day in Arizona](#)
- [Ash Wednesday](#) - Christian

## Thursday, February 15, 2018

- [Colorado Broadcasters Association Seminar Copyright Law for Broadcasters](#) – (10:00 am - 11:30 am MT), Attorney Steve Zansberg, of Ballard Spahr LLP, will walk through these issues and field your

burning questions concerning copyright risks and best practices both for your broadcast programming and your online websites in a 90-minute seminar that promises to be lively and engaging. The seminar will be hosted at KUSA-TV ([500 E. Speer Blvd, Denver](#)). Light food and beverage will be provided by the CBA. No cost for CBA Members, 175.00, per attendee, for Non-Members. **Deadline to register is February 12th at 5:00 p.m.**

- [Michigan Association of Broadcasters Sales Webinar](#) - (1:00 - 2:00 p.m. CT) - "Building Relationships Your Competitors Can't Steal" with *Chris Lytle* [Click Here to Register](#) or go to <https://michiganassociationofbroadcasters.growthzoneapp.com/ap/Events/Register/nPeWd9ra>
- [IRS-File a new Form W-4 if you claimed exemption from income tax withholding in 2017.](#)
- [IRS-Furnish Forms 1099-B, 1099-S and certain Forms 1099-MISC to recipients.](#)
- [IRS-Deposit payroll tax for Jan if the monthly deposit rule applies.](#)
- [National Flag of Canada Day](#)
- [Susan B Anthony's Birthday](#)

### Friday, February 16, 2018

- [IRS-Begin withholding on employees who claimed exemption from withholding in 2017 but did not file a W-4 to continue withholding exemption in 2018.](#)
- [IRS-Deposit payroll tax for payments on Feb 10-13 if the semiweekly deposit rule applies.](#)
- [Elizabeth Peratrovich Day](#) - Alaska
- [Chinese New Year](#) – Before you ask... It's The Year Of The "Dog."

### Monday, February 19, 2018

- [Presidents' Day](#) – Federal Holiday
- [Heritage Day](#) – Nova Scotia
- [Yukon Heritage Day](#) – Yukon Territory
- [Family Day](#) – AB, NB, ON, SK
- [Islander Day](#) – Prince Edward Island
- [Daisy Gatson Bates Day](#) - Arkansas

### Thursday, February 22, 2018

- [IRS-Deposit payroll tax for payments on Feb 14-16 if the semiweekly deposit rule applies.](#)

### Friday, February 23, 2018

- [IRS-Deposit payroll tax for payments on Feb 17-20 if the semiweekly deposit rule applies.](#)

### Saturday, February 24, 2018

- [2018 Louisiana Association of Broadcasters Student Workshop](#) (8:30am- 1:30pm) Hyatt Regency, 601 Loyola Ave., New Orleans – Need information? Contact [Angela@broadcasters.org](mailto:Angela@broadcasters.org) or call 225-267-4522
- [Flag Day](#) - Mexico

### Sunday, February 25, 2018

- **Last Day of the Broadcast Month for February**

### Tuesday, February 27, 2018

- **Arizona 8th Cong. District Special Primary Election Day**

- **NAB State Leadership Conference**, Washington DC (2/27/2018 - 2/28/2018) Get details from your State Broadcaster Association or the NAB itself.

### Wednesday, February 28, 2018

- **Last Day of February on the Gregorian Calendar**
- **[IRS-Deposit payroll tax for payments on Feb 21-23 if the semiweekly deposit rule applies.](#)**
- **[IRS-File Form 2290 and pay the tax for vehicles first used in January.](#)**
- **IRS-File paper Forms 1094-C and 1095-C with IRS if you are an Applicable Large Employer; For all other providers file paper Forms 1094-B and 1095-B with the IRS**
- **[IRS-File Forms 1096, 1098, 1099 \(except Form 1099-MISC reporting non-employee compensation\), and W-2G if you file paper forms.](#)**
- **Deadline Day (Today) for Registration for the [Michigan Broadcasters Media Show](#) ( March 6<sup>th</sup> & 7<sup>th</sup>), full details at MAB Website (<http://michmab.com/ProgramsEvents/GreatLakesMediaShow/Registration>)**
- **NAB State Leadership Conference**, Washington DC (2/27/2018 - 2/28/2018) Get details from your State Broadcaster Association or the NAB itself.
- **[Linus Pauling Day](#) - Oregon**

### Thursday, March 1, 2018

- **Deadline for Radio Stations to Implement the Online Public File—Noncommercial educational radio stations and commercial radio stations** must complete the uploading of their public inspection file to the FCC's online file by this date. Those in this "last wave" of stations moving their public files online do not have to upload their *Political File* by this date, but must at a minimum commence uploading their Political File documents to the FCC's online public file on a going-forward basis beginning on this date. If you would like to listen to an excellent hour-long webinar on the subject, please **[CLICK HERE.](#)**
- **[Purim](#) - Jewish**