

Practice of Law Dates & Deadlines

By Charles Smith

For your reference, below is some relevant dates and deadlines for attorneys who practice in Pima County:

Event	Deadline
PCBA annual membership renewal	12/31 (for on-time rates)
SBA annual membership fees (online filing available commencing December)	2/1
SBA annual convention	Annually in June
SBA CLE fiscal year end (Deadline for completing MCLE annual requirements)	6/30
SBA MCLE Affidavits Due (Online filing available commencing Mid-July)	9/15
ABA annual membership fees (Notices sent in April/May each year)	9/1
Pima County real property tax (first installment delinquent 11/1; 2nd installment delinquent 5/1)	10/1 - first installment 3/1 - second installment
Quarterly IRS and ADOR employment tax filings	4/30; 7/31; 10/31; 1/31
Annual employment tax return filings, W-2's and 1099's	1/31
Corporate and Partnership income tax returns (can extend to 9/15)	3/15
Individual income tax returns (can extend to 10/15)	4/15
Health Savings Account contributions	4/15
Affordable Care Act registration	12/15/16 is the last day to enroll or change plans for coverage to start 1/1/17 1/31/17 is the last day to enroll or change a 2017 health plan
Malpractice insurance	Varies - check your policy
Notary renewal (be sure to calendar renewal)	Varies - check your certificate
Professional Corporation annual report	Varies - check with ACC
PLLC annual filing	Not required
Retirement account funding	Varies
Premises lease (be sure to calendar renewal)	Varies - check your lease
Business liability insurances (be sure to calendar renewal)	Varies - check your policies

PCBA = Pima County Bar Association

SBA = State Bar of Arizona

ABA = American Bar Association