

Payroll quarters are the same as calendar quarters:

- 1st: January, February, March (Due April 30) 3rd: July, August, September (due Oct 31)
2nd: April, May, June (Due July 31) 4th: October, November December (due Jan 31)

1. Review recent Bank Reconciliation. Are there any uncleared payroll checks and/or payroll tax payments?
2. Print Payroll Summary for the quarter – Reports -> Employees & Payroll -> Payroll Summary
Use this as a **REFERENCE** while completing quarterly reporting. Review for REASONABLENESS – Do hours, wages, people look OK? Is Social Security 6.2% of Gross Wages? Does Social Security Employee match Social Security Company? Is Medicare 1.45% of Gross Wages? Reported wages vary depending on benefits offered. Refer to the “Wages Subject To” sheet prepared for you by us as “Wages” vary depending on Retirement Plans, Cafeteria Plans and Owners’ Children.
3. **Record the 941 payment** for the third month of the quarter (even if not yet due) in QuickBooks:
Employees -> Pay Liabilities -> Related Payment Activities -> Create Custom Liability Payments
-> Select: Federal Withholding, Social Security Company & Employee, Medicare Company & Employee
4. Reports and Payments:
 - a. Employer’s Quarterly Federal Tax Return, **Federal Form 941**
Employees -> Payroll Tax Forms -> Process Payroll Forms -> Federal Form -> Quarterly Form 941
For Monthly Payers: Lines 10, 11 and 15 should match.
For Weekly Payers: Lines 10, 11 and Schedule B should match
Print two copies – one to keep, one to mail in. Sign both copies.
Mail to: Internal Revenue Service, Ogden UT 84201-0005
 - b. File the **State Withholding** quarterly return
Circle ‘MN – Withholding’ Total for the quarter on the Payroll Summary.
Note the earlier payments made during the quarter. File at: www.taxes.state.mn.us
Making a payment is an option inside of filing the report.
 - c. File the **State Unemployment** quarterly return. Use the memorized MNUI report (a report prepared for you by us) to see if which wages are “Income Subject to Tax.” Then go to: www.uimn.org, select: Tax and Wage Detail Reporting- > Submit Wage Detail; Copy Names and SSNs from Previous Quarters. Making a payment is an option inside of filing the report. Payment date should be ‘day before the last day of the month’ UIMN takes the next day.
 - d. Federal Unemployment, **940** – no forms during the year, just **make quarterly payments**
Amount is at: Employees -> Pay Liabilities -> Related Payment Activities
-> Create Custom Liability Payments > Select: Federal Unemployment
5. Complete payroll tax payments and payments of other liabilities:
Pay the 941 amount and the 940 amount at www.eftps.com
Record the MN Withholding and the MN UI payments in QuickBooks:
Employees -> Pay Liabilities -> Related Payment Activities -> Create Custom Liability Payments ->
Select: MN-Withholding; and MN-Unemployment Company, MN-Workforce Enhancement Fee
(Record the amount actually calculated on website, not the amount calculated by QuickBooks)
Pay remaining liabilities – child support, retirement plan, health insurance, etc.
6. **All liabilities should be paid in full.** Review remaining payroll liabilities.
Employees -> Pay Liabilities -> Related Payment Activities -> Create Custom Liability Payments
Small state unemployment variances are OK to carry forward until the end of the year.
At yearend, remove any reasonable variances: Employees -> Payroll Taxes and Liabilities -> Adjust Payroll Liabilities

Record Your Information Here:

FEDERAL ID: ____ - _____ E-File Pin _____
[Trace: _____] EFTPS Pin _____ Password _____
MN ID: _____ Password _____
MN UI: [_____] User Name _____ Password _____