

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?
3. 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.
4. Look up the **Unpaid Liabilities**: In the Employees section of the Home screen, Select: Pay Liabilities -> Related Payment Activities -> Create Custom Liability Payments. Dates are from Jan. 1 to the end of the quarter. Note on the Payroll Summary any unpaid liabilities.
5. While still looking at the “Pay Liabilities” screen, **select to pay** (in QuickBooks) the unpaid liabilities for:
 - Federal 941: Select: Fed Withholding, Soc Sec Co & Employee, Medicare Co & Employee
 - Minnesota Withholding
 - Federal Unemployment *[should have a different vendor name from Fed 941’s vendor name]*
6. Reports and Payments:
 - a. Employer’s Quarterly Federal Tax Return, **Federal Form 941**
Process Payroll Forms -> Federal Form -> Quarterly Form 941.
Answer the 1st interview question, press Next. Lines 10 and 13 should match.
Print two copies – one to keep, one to mail in. Fill in Part 5. 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 MNUJ 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.
Note on the Payroll Summary the calculated amount due. Use the ‘day before the last day of the month’ as the payment date; UIMN delays this by a day.
 - d. **Federal Unemployment, 940** – no forms during the year, just **make quarterly payments**.
7. Complete payroll tax payments and payments of other liabilities:
Pay the 941 amount (if any) and the 940 amount at www.eftps.com
Record MN UI payments in QuickBooks: Pay Liabilities -> Related Payment Activities ->
Create Custom Liability Payments -> Select: MN-Unemployment Company and MN-Workforce Enhancement Fee (In the far right column, record the amount actually calculated on website, overlay the amount calculated by QuickBooks.
Pay remaining liabilities – child support, retirement plan, health insurance, etc.
8. **All liabilities should be paid in full**. Review remaining payroll liabilities:
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: From the top drop down menu, select:
Employees -> Payroll Taxes and Liabilities -> Adjust Payroll Liabilities
9. Assemble all payroll-related printouts behind the Payroll Summary. Staple and retain.

Record Your Information Here:

FEDERAL ID: ____ - _____ Pin ____ - ____ Password _____

[Trace: _____]

MN Revenue: ID: ____ - ____ Password _____

MN UI: [_____] User Name _____ Password _____