

**In preparation for Year End W-2's**  
Please do these two updates before  
printing year end payroll reports.

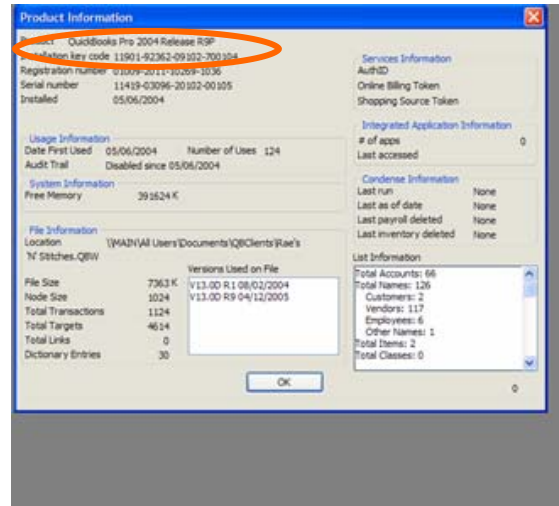
**A - Update QuickBooks**

To see current version  
Press Ctrl-1 (or F2)

To update:  
From the Help dropdown list,  
select "Update QuickBooks",  
'Update Now', "Get Updates".

Confirm that a newer version is installed  
Press Ctrl-1 (or F2)

[Recommendation: Set Automatic Update to NO  
to improve computer speed.]



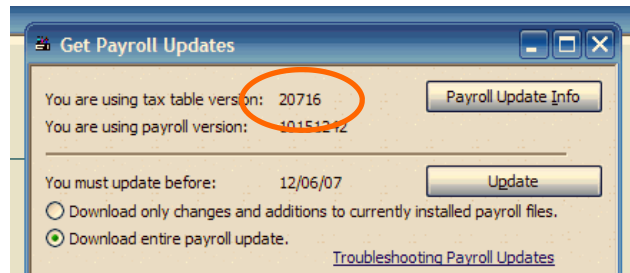
**B. Also update Payroll Tax**

From the Employee dropdown menu -  
Select "Get Payroll Updates"  
Note the current tax table.

Press "Update"

Confirm that a newer version  
is installed

The new tax table version  
should be **20901**



**C. Repeat A and B in mid-March**  
to receive Form 941 for the new year.

*AccountAbility Solutions can relieve the stress of  
payroll deadlines and reporting requirements.*  
**Payroll Solutions with Choices.**  
*Select complete payroll preparation or  
on-site/on-line assistance with tax deposits,  
quarterly reporting and year end reporting.*