FREE CHECKLIST

Quarterly payroll filing checklist

Each quarter, tie your payroll reports to the wages and taxes on Form 941, check every federal tax deposit was made on time, file the state withholding and unemployment returns, pay any federal unemployment tax over $500, and record it all in your books. Form 941 is due by the last day of the month after each quarter.

Fillable PDF. Click a box to tick it and type in the notes, then save or print.

Check the numbers 5 ITEMS

- [ ] Run the payroll summary for the quarter
- [ ] Check gross wages, tips and taxable fringe benefits
- [ ] Tie federal income tax withheld to the payroll reports
- [ ] Tie Social Security and Medicare wages and tax
- [ ] Check for anyone over the $184,500 Social Security wage base

Federal filing 4 ITEMS

- [ ] Check every federal tax deposit was made through EFTPS on time
- [ ] File Form 941 by the last day of the month after the quarter
- [ ] Work out federal unemployment (FUTA) owed for the quarter
- [ ] Deposit FUTA if it is over $500 for the year so far

State filing 4 ITEMS

- [ ] File the state withholding return, if your state has an income tax
- [ ] File the state unemployment wage report and pay the tax
- [ ] Check your state unemployment rate notice for the current year
- [ ] File any local payroll tax returns

General information, not tax advice for your situation.

Books and records 4 ITEMS

- [ ] Record payroll tax payments in your books
- [ ] Check payroll liability accounts are back to zero after the deposits
- [ ] Save Form 941 and state returns with their confirmations
- [ ] Note any changes for next quarter, like new hires or rate changes

Notes

Want payroll handled?

We set it up, run it and file the returns. Book a free 30-minute call at eminenttax.com/contact or call (972) 347-4590.

eminenttax.com

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