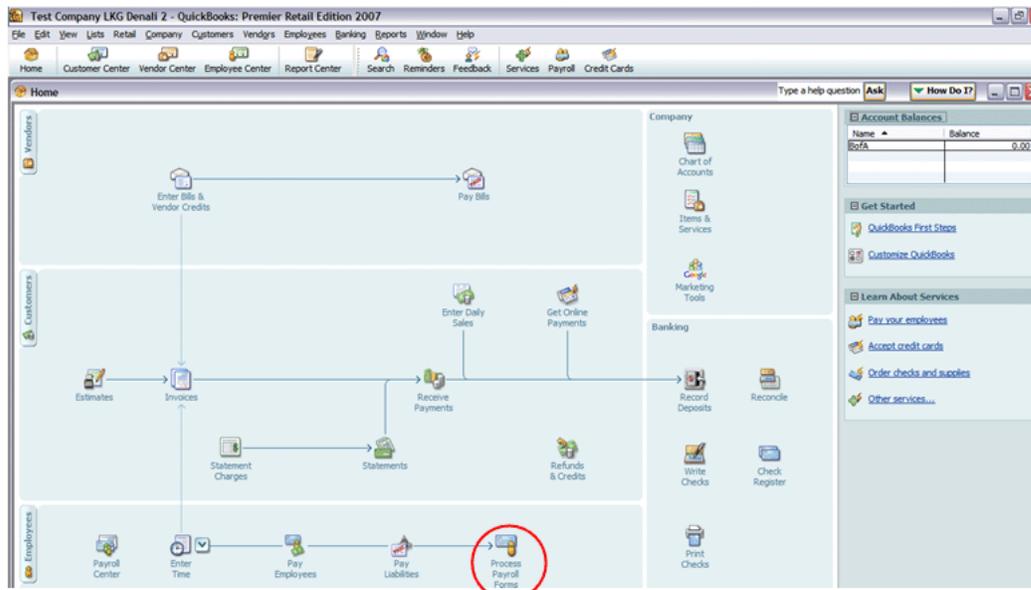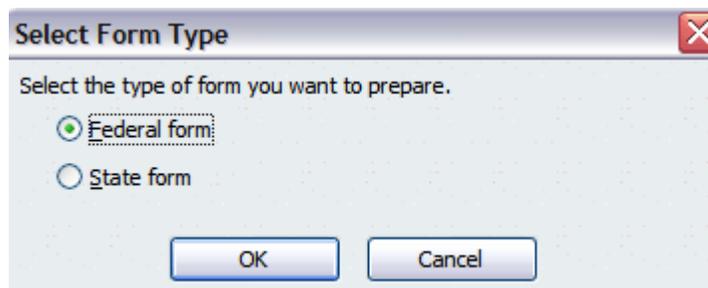## How to File Payroll Forms

1. **From the QuickBooks Home page, click Process Payroll Forms.**

2. **Specify whether you're filing Federal or State forms, and then click OK.**

To have QuickBooks automatically fill in the contact information on your payroll forms, click **Auto-Fill Contact Info**.

Select the form you want to complete and click **OK**.

For a list of all Federal and State forms currently available through QuickBooks Payroll, go to: http://www.quickbooks.com/support/fileandpay/taxpmts/

3.   Review the form, check for errors, print and submit the form.

QuickBooks generates pre-filled form for you to review and submit. If your tax form appears in the list of supported forms, your tax agency will accept it even if it looks different from the pre-printed form.

If the agency requires you to submit a payment with the form, you must create a liability payment and submit it with your form. To generate a liability payment, select the liability on the Payroll Center and click **View/Pay**.

3.   To sign up for electronic filing, click Related Form Activities, and then Edit Filing Methods.

Note that not all states and agencies accept electronic filing. For a list of agencies that accept electronically filed forms from QuickBooks, go to:

http://support.quickbooks.intuit.com/support/Payroll/Efp/ViewAll.aspx.