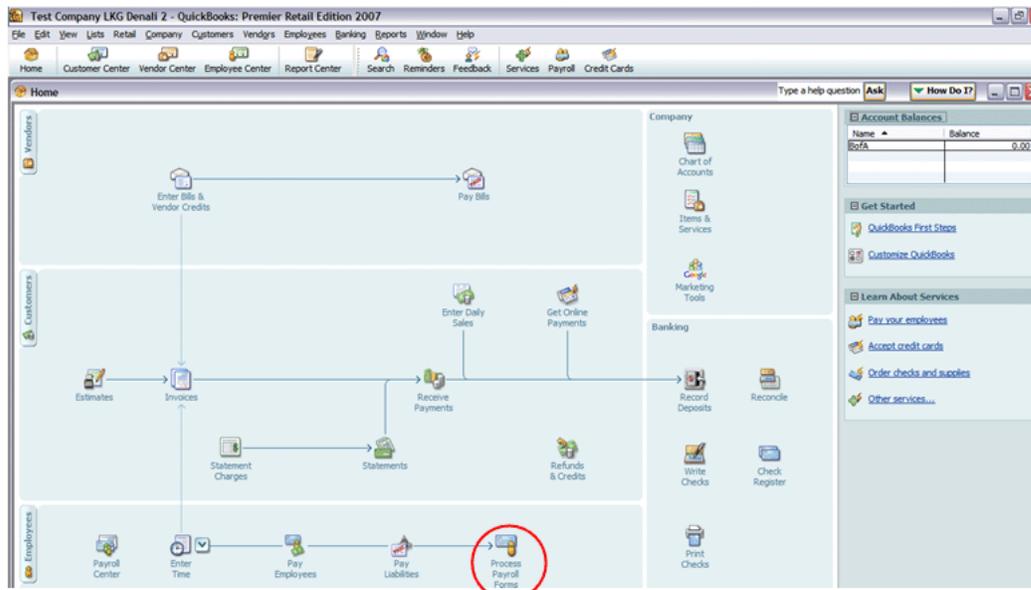
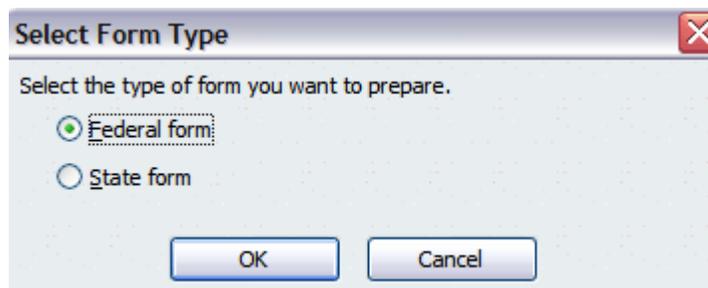


# How to File Payroll Forms

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 Payroll Form**

Choose a form

Choose the form you want to use:

Form **Annual Form 940/Schedule A - Interview for your Form 940/Schedule A**  
Quarterly Form 941/Schedule B - Interview for your Form 941/Schedule B  
Annual Form 943/943A - Interview for your Form 943/943A  
Annual Form 944/945A - Interview for your 944/945A  
Annual Form W-2/W-3 - Wage and Tax Statement/Transmittal

**Auto-Fill Contact Info...**

Select Filing Period

Year

OK Cancel Help

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**.

✓	Send By	Status	Payment	Period	Amount Due
	07/29/07 ...	Upcoming	Federal 941/944	Q2 2007	221.00
	07/29/07 ...	Upcoming	Federal 940	Q2 2007	8.00
	07/31/07	Upcoming	CA Withholding and Disability Ins...	Q2 2007	255.50
	07/31/07	Upcoming	CA UI and Employment Training ...	Q2 2007	32.40

Total Selected Items: 0.00

Related Payment Activities | [Check E-payment Status](#) | **View/Pay**

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

Click [Process Payroll Forms](#) to prepare your payroll forms.

Supported Tax Forms

Related Form Activities | [Check E-filing Status](#) | Process Payroll Forms...

- View E-filing History
- Edit Filing Methods**
- Order W-2 Forms

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>.