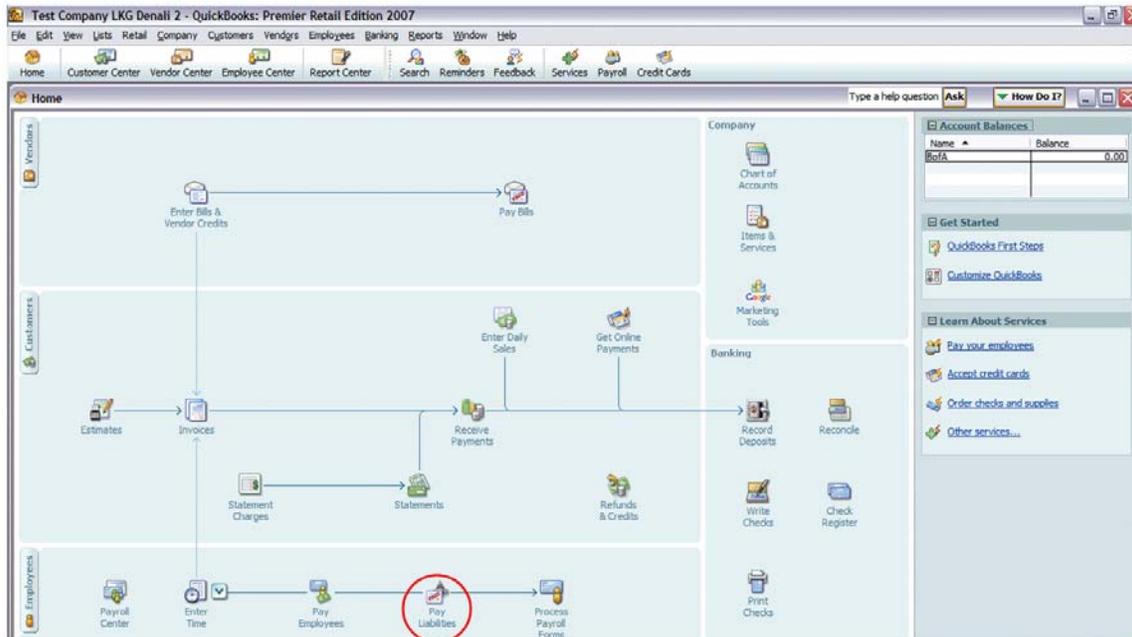


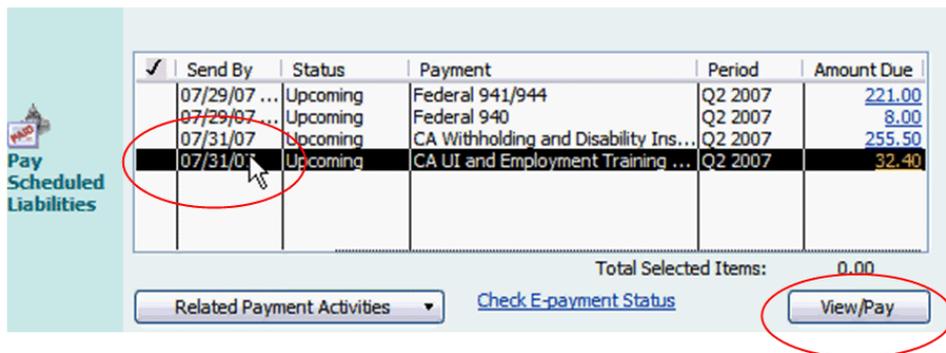
# How to Pay Liabilities

1. From the QuickBooks Home page, click Pay Liabilities.

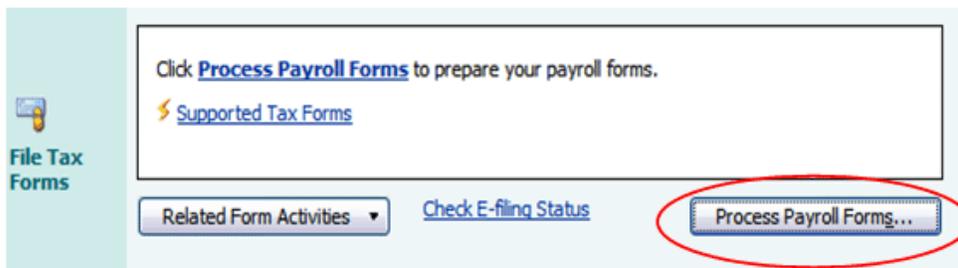


2. Paying scheduled liabilities

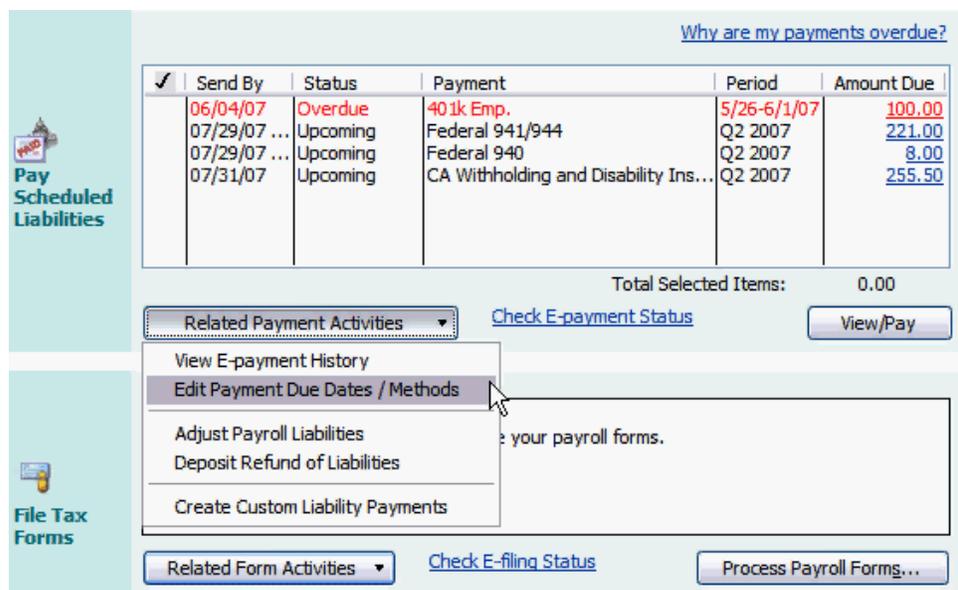
To pay scheduled liabilities, click the items you want to pay, and then click **View/Pay**. Follow the on-screen instructions to make your payments.



If you are paying a Federal or State liability, you will also need to create a payroll form to include with your payment. To create the form, go back to the Payroll Center and click **Process Payroll Forms**.



To set up electronic payments, click **Related Payment Activities** and select Edit Payment Due Dates/Methods.

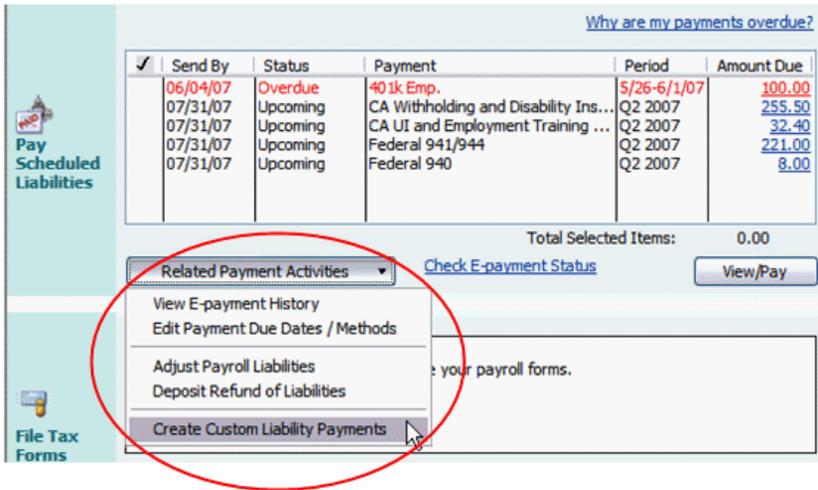


For a list of states and agencies that accept e-payments through QuickBooks, go to:

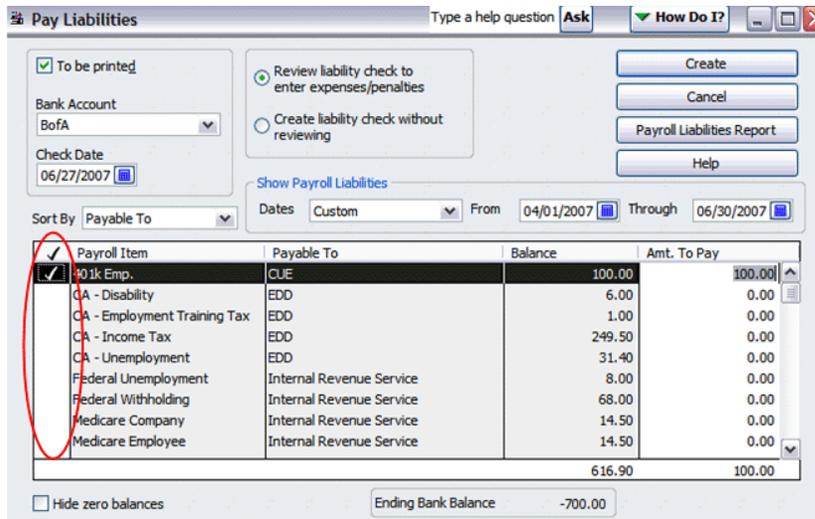
<http://support.quickbooks.intuit.com/support/Payroll/Efp/ViewAll.aspx>

### 3. Paying liabilities that are not on a set schedule

To pay liabilities that are not on a set schedule (a one-time fee or non-recurring payment, for example), click **Related Payment Activities** in the Payroll Center, and then click **Create Custom Liability Payments**.



Click **OK**. In the Pay Liabilities window, check the liabilities you want to pay, and then click **Create**.



#### 4. Removing incorrect overdue liabilities from the Payroll Center

If you upgraded to QuickBooks 2007 or 2008 from an earlier version that didn't schedule liability payments for you, some liability payments that you've already paid may appear as Overdue in the Payroll Center. To remove these prior payments, review the steps below.

If...	Then Try This...
<p>Prior liability payments were made by <b>writing checks</b> or any method other than in the Pay Scheduled Liabilities area.</p>	<p>Void the transaction in QuickBooks and then go to the Pay Scheduled Liabilities area to re-create the payment. Make sure when you re-create the payment that you set the date for the payment as the actual date you made the payment.</p> <p>Why does this happen? To ensure that QuickBooks tracks your payroll tax and liability payments correctly, you must go to the Pay Scheduled Liabilities area to create and/or record a liability payment. If you use another method, such as writing checks, to create a payroll tax or liability check, the payments are not recorded correctly and any payroll taxes or liabilities set up as a scheduled payment will continue to show in the Payroll Center.</p>
<p>The payment was created with an <b>incorrect date range</b> or <b>payment paid through date</b>.</p> <p>For example, this could occur if the payment was supposed to be for the January 1 thru March 31 period, but the payment paid through date was set to April 15.</p>	<p>Go to the QuickBooks Home page and click <b>Payroll Center</b>, and then click the <b>Transactions</b> tab on the left. Click <b>Liability Checks</b>, and then double-click the payment to be reviewed and corrected. Make sure the date range appearing under the check image is correct.</p>
<p>The amount paid was a <b>rounded amount</b> and not the exact amount due.</p> <p>For example, if the payment amount due was around \$1.00, you may have submitted a payment and rounded to the nearest dollar, as requested by the agency. The remaining amount may continue to appear in the Payroll Center.</p>	<p>In the Pay Scheduled Liabilities area, click <b>Related Payment Activities</b>, and then click <b>Adjust Payroll Liabilities</b>. Click the box under Item Name and click the down arrow to select the name of the liability payment you want to adjust, and then enter the difference between what you actually paid and what the liability amount was; for example, if the liability amount was \$1.10 and you paid \$1, then enter <b>-.10</b> to make the liability amount match what you paid. Add a memo if you like and click OK.</p>