



Quick Guide: File payroll tax forms

As a business operator with employees, you're required to prepare and file payroll tax forms. Some of the forms you're required to file are determined by the state in which you file and the type of business you're in.

If you have an Enhanced Payroll subscription, QuickBooks automatically fills in federal and state tax forms for you. (Basic Payroll does not include tax forms.)

Using Assisted Payroll? The Assisted Payroll service prepares and files federal and state tax forms for you. Visit the [QuickBooks Assisted Quick Tax Guide](#) for a list of the forms filed for you.

To start, click the **File Forms** tab in the **Payroll Center**.

1 Choose the form you want to file.

2 Create the form.

The screenshot shows the 'File Forms' tab in the Payroll Center. It includes a table of forms to be filed, a filing history section, and a bottom navigation bar with various links and activities.

FORM	FEDERAL/STATE	FILING PERIOD
Quarterly Form 941/Sch. B - Employer's Quarterly Federal Tax Return	Federal	Quarterly
Quarterly Form 941-X - Adjusted Employer's Quarterly Federal Tax Return	Federal	Quarterly
Annual Form 940/Sch. A - Employer's Annual Federal Unemployment (F...)	Federal	Annually
Annual Form W-2/W-3 - Wage and Tax Statement/Transmittal	Federal	Annually
Annual Form W-2c/W-3c - Corrected Wage and Tax Statement	Federal	Annually

Below the table is a 'Create Form' button. Below that is a 'Filing History' section with a table of saved filings.

PERIOD END DATE	FORM	SAVED PDF
09/30/2013	Quarterly Form 941/Sch. B - Employer's ...	20130930_INWKS941.pdf
12/31/2013	Annual Form W-2/W-3 - Wage and Tax St...	20131231_W2INTRV1.pdf

The bottom navigation bar includes sections for Quick Guides, Other Activities, Reports, and Supplies & Services.

Tip: To set up e-filing for your forms, click here.

Tip: See the forms you have created for filing in the past, and click to open a saved form.

3 Choose the filing period and click OK.

File Form

Federal
Form: Quarterly Form 941/Sch. B - Employer's Quarterly Federal Tax Return

Auto-Fill Contact Info...

SELECT FILING PERIOD

Quarter Last Calendar Quarter Quarter Ending 12/31/2013

OK Cancel Help

4 Complete the interview, and QuickBooks prefills the form for you.

Payroll Tax Form

Tax Form for EIN 00-1111100

Interview for your Form 941/Schedule B
Employer's Quarterly Federal Tax Return

Instructions: Use this interview to help you fill out your Form 941 and Schedule B (if applicable).
* QuickBooks uses your answers to complete your Form 941.

Printing Schedule B for your records only?

Some employers want to print a Schedule B for their records, even if the IRS does not require it to be filed.
Check this box to print

Tell us your IRS assistance

What if I don't...
Which deposit schedule...

To help determine if the...
Monthly...
Semi-Weekly...
Note: Your selection on...

Answer the following

If you do not have to file...
and enter the date that...
You would r...

If you are a seasonal employer...
Seasonal employee...
liability because...

Check box if NO...

View details about this form View...

Save and Close Save as F...

Automatically create an archive

Form 941 Employer's Quarterly Federal Tax Return 2013

Name (not your trade name) Larry's Landscaping Employer Identification No. (EIN) 00-1111100

Trade Name (if any) Larry's Landscaping & Garden Supply

Address 1045 Main Street (415) 555-4567

City Bayshore State CA ZIP Code 94326

Report for this Quarter of 2013 (Check one)

1 January, February, March...
2 April, May, June...
3 July, August, September...
4 October, November, December... ☒

Part 1 - Answer These Questions For This Quarter

	Column 1	Column 2
1 Number of employees who received wages, tips, or other compensation for the pay period including March 12 (Quarter 1), June 12 (Quarter 2), September 12 (Quarter 3), December 12 (Quarter 4)		0
2 Wages, tips, and other compensation	34,928.62	34,928.62
3 Income tax withheld from wages, tips, and other compensation		3,725.00
4 If no wages, tips, and other compensation are subject to social security or Medicare tax, check here and go to line 6 <input type="checkbox"/>		
5 a Taxable social security wages	34,928.62 x .124 =	4,331.15
b Taxable social security tips	x .124 =	
c Taxable Medicare wages and tips	34,928.62 x .029 =	1,012.93

View details about this form View filing and printing instructions

Save and Close Save as PDF... Print for Your Records... Check for Errors Submit Form...

Automatically create an archive when I e-file or print

5 Review the form, check for errors, and then print and submit the form.