

Quick Guide: Liability management

Payroll taxes withheld from employees' wages and salaries are liabilities of the employer. As an employer, managing your payroll liabilities can be a challenging task for you. If you're feeling overwhelmed, we've got you covered. Here's a quick guide to help you manage your payroll liabilities easily.

Payroll taxes and other liabilities

When you use Payroll Setup, QuickBooks sets up and tracks your accrued payroll taxes and reminds you when payments are due based on the payment frequency that has been set up.

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1 Introduction 2 Company Setup 3 Employee Setup 4 Taxes	Set up payment schedule for Fe Federal 940 payments include Federal I	ederal 940 Jnemployment Insurance Tax. <u>Why are these grouped?</u>	
 941/944 Form Federal taxes State taxes Schedule payment: 	Payment (deposit) method <u>What payment method can I use?</u>	⊙ Check ○ E-pay	
E-pay accounts Enrollments 5 Year-to-Date Payrol 6 Data Review	* Payee <u>Who is the right payee?</u>	United States Treasury	
	* Payment (deposit) frequency How often should I pay these taxes?	Quarterly (usual frequency) Due the last day of the month following end of quarter. Liability of \$500 or less can be carried to the next quarter. (E-pay due dates adjust to reflect Intuit's processing time.)	
Free Payroll Support New Employer Guide Payroll Setup Checklist	Where can I see the due dates for my d	More	
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You can quickly manage your payroll-related liabilities through Pay Liabilities page.

Use the Pay Liabilities tab to:

- See when your tax liabilities are due and how much you owe to the tax agencies for taxes you've set up and withheld from employees' paychecks.
- See the payments you need to make for the benefits you provide to your employees such as health insurance premiums.
- Find a record of all the payments related to tax and benefits, including e-payments, you've made through QuickBooks.

Managing pay liabilities using QuickBooks

To manage liabilities, go to Pay Liabilities screen, by clicking **Pay Liabilities** on the QuickBooks home page.



On the Pay Liabilities screen, you can do the following tasks:

1. Pay scheduled liabilities: To pay scheduled liabilities, click next to the payments you want to make and then click **View/Pay**.

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Follow the onscreen instructions to make your payments.

Note: If you're 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 **File Forms**.

2. Setting up electronic payments: To set up electronic payments, click **Manage Payment Methods**. Follow the onscreen instructions to make your payments.

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Note: Before initiating an e-payment, check out the <u>list</u> of states and agencies that accept e-payments through QuickBooks.

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

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

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Here's more information on how to pay liabilities.