



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.

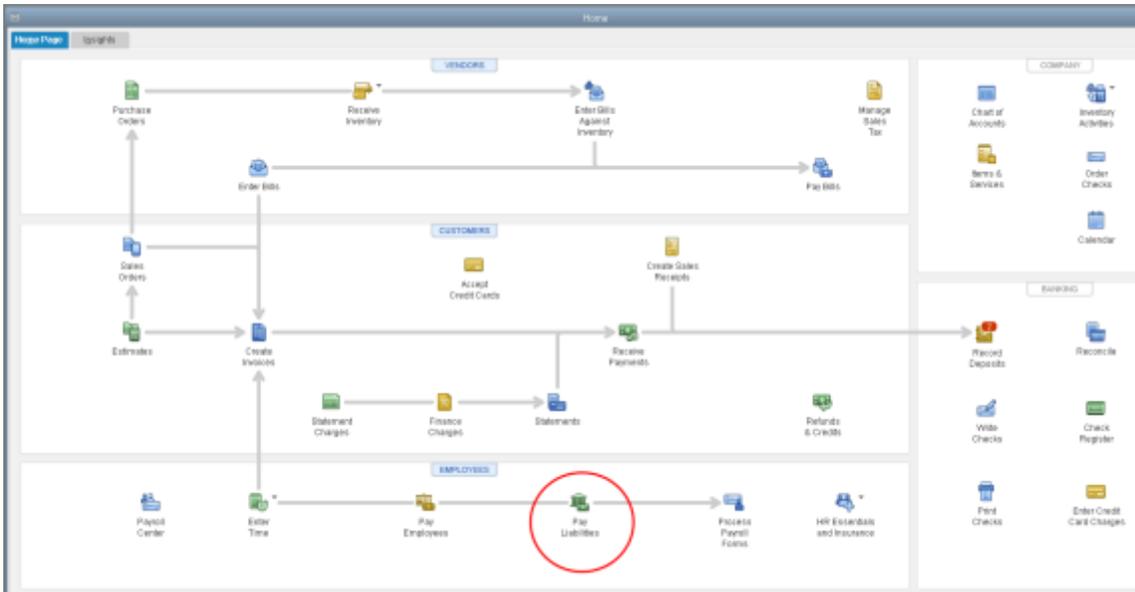
You can quickly manage your payroll-related liabilities through **Pay Liabilities** page.

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**.

The screenshot shows the 'Pay Liabilities' screen in QuickBooks. The 'Pay Taxes & Other Liabilities' table is displayed with the following data:

| DATE DUE | STATUS | PAYMENT | METHOD | PERIOD | AMOUNT DUE |
|----------|---------|---|--------|----------|------------|
| 01/17/22 | 4 Weeks | CA Withholding and Disability Insurance | Check | Dec 2021 | 347.32 |
| 01/17/22 | 4 Weeks | Federal 941/944/943 | Check | Dec 2021 | 3,402.93 |
| 01/03/22 | 5 Weeks | Health Insurance | Check | 04 2021 | 150.00 |
| 01/03/22 | 5 Weeks | CAUI and Employment Training Tax | Check | 04 2021 | 110.00 |
| 01/03/22 | 5 Weeks | Federal 940 | Check | 04 2021 | 100.00 |

Total Selected Items: 347.32

The 'View/Pay' button at the bottom right is circled in red.

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.

Pay Taxes & Other Liabilities

| DATE | STATUS | PAYMENT | METHOD | PERIOD | AMOUNT DUE |
|----------|---------|--|--------|----------|------------|
| 09/17/22 | 4 Weeks | CA/MI/Flordia and Disability Insurance | Check | Dec 2021 | 2142.96 |
| 09/17/22 | 4 Weeks | Federal 941/944/943 | Check | Dec 2021 | 3,482.92 |
| 09/20/22 | 5 Weeks | Health Insurance | Check | 04 2021 | 150.00 |
| 09/31/22 | 6 Weeks | CAUI and Employment Training Tax | Check | 04 2021 | 110.00 |
| 09/31/22 | 6 Weeks | Federal 941 | Check | 04 2021 | 180.00 |

Total Selected Items: 0.00 [View Pay](#)

Payment History

| DATE | TYPE | STATUS | CHECK NUMBER | PERIOD END DATE | PAID TO | PAYMENT | ACCOUNT | AMOUNT |
|------------|-------|----------|--------------|-----------------|-----------------------|-------------------------|----------|----------|
| 08/07/2021 | Check | Complete | 365 | 08/31/2021 | Great Statewide Bank | Advance Earned Incom... | Checking | 2,142.96 |
| 08/07/2021 | Check | Complete | 366 | 08/31/2021 | Sergeant Insurance | Health Insurance | Checking | 125.00 |
| 08/07/2021 | Check | Complete | 367 | 08/31/2021 | State Fund | Workers Compensation | Checking | 805.83 |
| 08/07/2021 | Check | Complete | 367 | 07/31/2021 | Employment Develop... | CA- Disability Employee | Checking | 291.01 |
| 08/07/2021 | Check | Complete | 368 | 07/31/2021 | Great Statewide Bank | Advance Earned Incom... | Checking | 2,126.42 |
| 08/07/2021 | Check | Complete | 368 | 07/31/2021 | Sergeant Insurance | Health Insurance | Checking | 125.00 |
| 08/07/2021 | Check | Complete | 370 | 07/31/2021 | State Fund | Workers Compensation | Checking | 804.16 |
| 07/07/2021 | Check | Complete | 348 | 06/30/2021 | Employment Develop... | CA- Disability Employee | Checking | 424.67 |
| 07/07/2021 | Check | Complete | 349 | 06/30/2021 | Great Statewide Bank | Advance Earned Incom... | Checking | 2,137.66 |
| 07/07/2021 | Check | Complete | 350 | 06/30/2021 | Sergeant Insurance | Health Insurance | Checking | 187.50 |
| 07/07/2021 | Check | Complete | 351 | 06/30/2021 | State Fund | Workers Compensation | Checking | 1,201.20 |

Quick Guides: [Payroll Tax Payments](#), [Electronic Payment](#), [Liability Management](#)

Other Activities: [Manage Payment Methods](#), [Adjust Payroll Liabilities](#), [Change Payment Method](#), [Create Custom Payments](#), [Deposit a Tax Refund](#)

Reports: [Payroll Liability Balances](#), [Payroll Liability Accounts & Payments](#), [Report Center...](#)

Note: Before initiating an e-payment, check out the [list](#) 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**.

Pay Taxes & Other Liabilities

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Total Selected Items: 0.00 [View Pay](#)

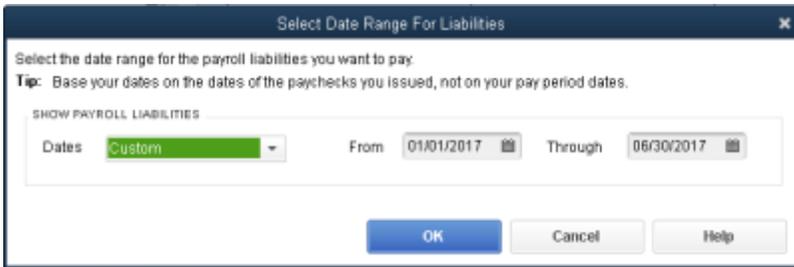
Payment History

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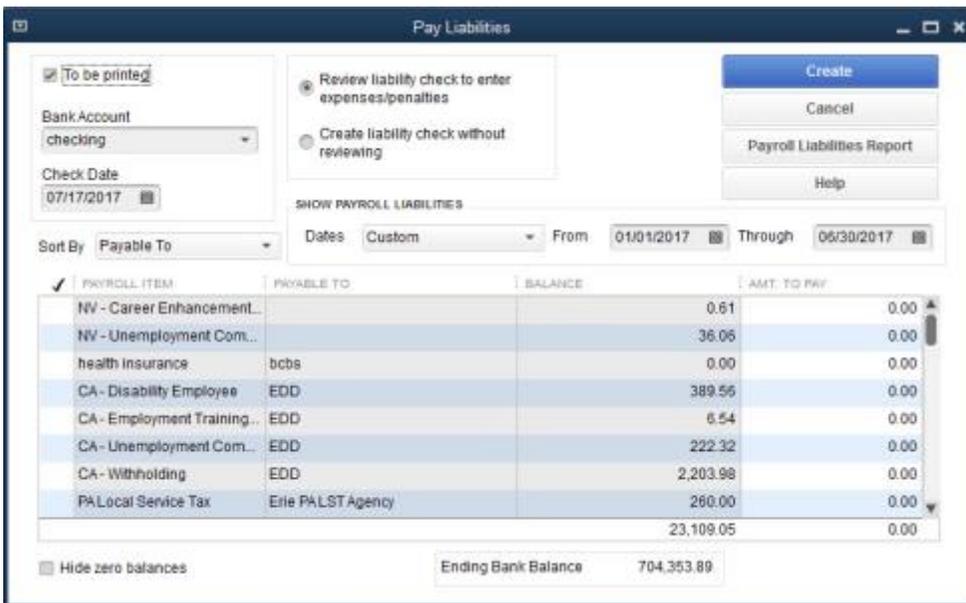
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Click **OK**. In the Pay Liabilities window, check the liabilities you want to pay, and then click **Create**.



Here's more [information](#) on how to pay liabilities.