



Quick Guide: Pay taxes and other liabilities

When you pay employees, QuickBooks calculates taxes, records withholdings and other deductions, and tracks what you've withheld as payroll liabilities. Then, QuickBooks shows you when it's time to pay these liabilities.

Before you begin, you need to tell QuickBooks about your liabilities—when and how you pay them. If you didn't do this during Payroll Setup, or if you need to make changes, go to the Pay Liabilities tab of the Payroll Center and click Change Payment Method (in the Other Activities area).

Using Assisted Payroll? The Assisted Payroll service records and sends your federal and most state taxes for you. Use the instructions below to pay your other liabilities.

To start paying liabilities, click the **Pay Liabilities** tab in the **Payroll Center**.

1 Check the liabilities you want to pay.

2 Create the payment.

The screenshot shows the 'Pay Taxes & Other Liabilities' section in the QuickBooks Payroll Center. It features a table with columns for Due Date, Status, Payment, Method, Period, and Amount Due. Below this is a 'Payment History' section with columns for Date, Type, Status, Check, Period, Payee, Payment, Account, and Amount. At the bottom, there are three sections: 'Quick Guides' (Payroll Tax Payments, Electronic Payment, Liability Management), 'Other Activities' (Start Paying Electronically, Adjust Payroll Liabilities, Change Payment Method, Create Custom Payments, Deposit a Tax Refund), and 'Reports' (Payroll Liability Balances, Payroll Liability Accruals & Payments, Report Center...).

✓	DUE DATE	STATUS	PAYMENT	METHOD	PERIOD	AMOUNT DUE
✓	01/15/14	Upcoming	CA Withholding and Disability I...	Check	Dec 2013	551.50
	01/15/14	Upcoming	Federal 941/944/943	Check	Dec 2013	3,680.18
	01/20/14	Upcoming	Health Insurance	Check	Q4 2013	145.00
	01/31/14	Upcoming	CA UI and Employment Trainin...	Check	Q4 2013	120.00
	01/31/14	Upcoming	Federal 940	Check	Q4 2013	100.00

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

DATE	TYPE	STATUS	CHECK ...	PERIOD EN...	PAYEE	PAYMENT	ACCOUNT	AMOUNT
12/07/2013	Check	To Print		11/30/2013	Great State...		Checking	2,698.42
12/07/2013	Check	To Print		11/30/2013	Townley Ins...		Checking	105.00
11/07/2013	Check	To Print		10/31/2013	Employmen...		Checking	527.39
11/07/2013	Check	To Print		10/31/2013	Great State...		Checking	2,690.46
11/07/2013	Check	To Print		10/31/2013	Townley Ins...		Checking	105.00

Tip: To set up e-pay for your taxes, click here.

Tip: To change the due dates or how you pay your taxes or other payroll liabilities, click here.

Liability Payment - Checking

Payment 1 of 2 Print

Bank Account: Checking Ending Balance: 99,250.02

No. To Print: 01/07/2014 📅

Date: 01/07/2014

Pay to the Order of: Employment Development Department \$ 551.50

Five hundred fifty-one and 50/100***** Dollars

Address: Employment Development Department
P.O. Box 123456
Sacramento CA 94280

Memo: 94-785421

Period: 12/01/13 - 12/31/13 How do I e-pay? E-payment Check

Expenses: \$0.00 Payroll Liabilities: \$551.50 To be printed

PAYROLL ITEM	AMOUNT	MEMO	CLASS
CA - Withholding	482.41		
CA - Disability Employee	69.09		

3 Review, save, and follow any on-screen instructions.

4 Notice that your payment now appears in the Payment History area.

Payment History

All Payments E-Payments

DATE	TYPE	STATUS	CHECK ...	PERIOD EN...	PAYEE	PAYMENT	ACCOUNT	AMOUNT
01/07/2014	Check	To Print		12/30/2013	Employmen...		Checking	551.50
12/07/2013	Check	To Print		11/30/2013	Great State...		Checking	2,698.42
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