Intuit

QuickBooks®

Payroll

easy in-house payroll

- ✓ automatic payroll calculations
- ✓ updated tax tables & forms

Service Key_____

Subscription Number_____

Thank you for choosing QuickBooks® Standard Payroll.

QuickBooks Standard Payroll gives you the tools you need to efficiently manage your payroll. Your subscription provides you with the most up-to-date tax tables and federal forms, and gives you the flexibility to process payroll and run customized reports whenever you want. And it's easy to set up and learn since you do it all from within QuickBooks.

It is important to us that you are completely satisfied with QuickBooks Standard Payroll. So, we would like to offer you this handy Getting Started and Reference Guide to help familiarize you with our payroll service and help ensure a hassle-free experience. Please keep this guide within easy reach. It can help you through the payroll start-up process and provide answers to many common questions.

Thank you again for subscribing to QuickBooks Standard Payroll.

About This Guide

The illustrations and procedures in this Guide are for QuickBooks 2007, however QuickBooks Standard Payroll works with QuickBooks 2006 and 2005 as well. For more information regarding setup or use of QuickBooks Standard Payroll with earlier versions of QuickBooks, please visit www.quickbooks.com/support

Contents

QuickBooks Standard Payroll Features

It's easy to run payroll with a few clicks and manage activities from at-a-glance screens. QuickBooks Standard Payroll gives you automatic calculations and the latest tax tables and forms, helping you run your payroll more efficiently. Pay your employees with convenient built-in Direct Deposit[1], or print paychecks directly from your PC.

Efficient

- Automatically fills in federal tax forms that are ready to print, sign and mail
- Quickly download the latest state and federal tax tables
- Works within QuickBooks, so there's no double entry

Easy to Use

- Step-by-step guidance makes it easy to set up and get started
- Run payroll in just a few mouse clicks; just enter hours and you're ready to go
- Payroll taxes and deductions are calculated automatically based on the data your enter
- The QuickBooks Payroll Center lets you manage all your activities from a single at-a-glance screen
- Free unlimited payroll callback support for active subscribers[2]

Flexible

- Pay your employees when and how you want, helping you manage your cash flow effectively
- Run customized payroll reports from QuickBooks any time you like
- Offer Direct Deposit[1] to your employees (scheduled up to 45 days in advance), or print professional-looking paychecks any time you want

Accurate

- No double entry for payroll data
- Our team of tax compliance experts monitors federal and state tax changes regularly
- Easily share your payroll data with your accountant if you want to double check that your numbers are accurate and complete

How QuickBooks Payroll Works

QuickBooks Standard Payroll is a subscription service that works inside your QuickBooks software.

Setting up and running payroll involves 5 main steps:

1 **Activate and Setup**—Activating unlocks the payroll features in your QuickBooks software. Once you've activated your subscription, QuickBooks will help you with a step-by-step guided interview to set up your payroll information.

2 **Download Tax Tables and Forms**—QuickBooks connects to the internet download the latest federal and state tax tables (rates) and federal forms.

3 **Process Payroll**—You can easily enter the time for your hourly employees and salary for your exempt employees directly into QuickBooks. Liabilities are instantly calculated.

4 **Print Paychecks**—Once you've reviewed your paychecks, you can print them. Or you can use our convenient Direct Deposit feature, additional fees apply.

5 **Pay and File Your Taxes and Liabilities**—QuickBooks Payroll tracks your payroll taxes and other liabilities as you go. Just print, sign and mail your tax filings to the appropriate tax agency.

1. Activate and setup QuickBooks Payroll.　2. Download the latest tax tables and forms.　3. Enter employee data in QuickBooks.　4. Print paychecks or use optional Direct Deposit.　5. Pay and file your taxes or let QuickBooks do it for you.
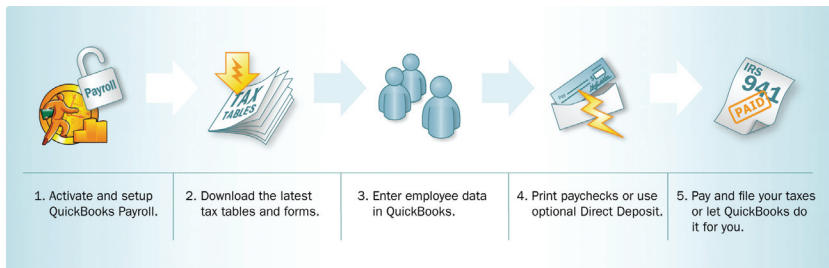
The Payroll Center

Access employee list.

View payroll transactions.

Access payroll tutorials and useful links.

Payroll Center

Type a help question | Ask | ▼ How Do I? | _ ⊡ ✕

Help   Beta   _ ⊡ ✕

                                                                      »

rs   Feedback   Services   Payroll   Credit Cards

Schedule	...and Pay Period
roll Schedule	06/17/2006 - 06/30/2006
oll Schedule	06/17/2006 - 06/23/2006

Special Payroll ▼ | Start Scheduled Payroll...

We've made paying your employees as easy as 1-2-3. Enter hours, review paycheck and print or use convenient direct deposit.

ment	Period	Amount Due
IT Withholding and SDI (EDD)	8/2-8/4/06	313.59
h Insurance (pre-tax)	Aug 2006	50.00
ral 941 (IRS)	Aug 2006	1,730.32
ral 940 (IRS)	Q3 2006	50.16
nemployment Insurance and...	Q3 2006	219.46
Total Selected Items:		0.00

▼ | View/Pay

We calculate your payroll liabilities and tell you when they are due so you never miss a deadline.

prepare your payroll forms.

Process Payroll Forms...

We generate all your federal tax forms. You just review, print, sign and mail.

Activating Your Payroll Service

The first step in doing your payroll in QuickBooks is to activate your payroll service subscription. To activate your payroll service, you must enter your payroll service key in QuickBooks. Entering your key authorizes you to download the latest tax table updates and federal forms.

To get your unique payroll service key:

1 Open a web browser and go to www.qbpayroll.com/start

2 Enter the requested information about your company.

- License and Product Numbers (located on the sticker with the CD)
- Company name and address
- EIN (Employer Identification Number)
- Payroll contact information
- Credit Card information to keep your subscription up-to-date

3 Receive and enter your unique payroll service key into QuickBooks.

Entering Your Payroll Service Key in QuickBooks

1 For QuickBooks 2007 or 2006: Go to the **Employees** menu, click **Add Payroll Service**, and then click **Activate Service Key**. For QuickBooks 2005: Go to Employees menu, click **Employer Services**, and then click **Add/Edit Services**.

2 Click **Add**.

3 In the **Service Key** field, enter your payroll service key and click **Next**.

4 Click **Finish**. QuickBooks automatically downloads any necessary payroll updates so you can begin setting up your payroll in QuickBooks.

5 Once activation is complete, you can begin setting up your payroll. You will need the information in the Payroll Setup Checklist (table at right) to get started. Click on **Employees** and select **Payroll Setup** to begin entering your information.

For help during setup, visit the Learning Center. In QuickBooks 2007, go to the Payroll Center and click on Learning Center Tutorials in the Learning Resources toolbar.

Did you know?

Your payroll service key is specific to you and your business. This number is required for downloading payroll updates and using any of the other Payroll Service features to which you subscribed. Payroll activation is a one-time process. Refer to QuickBooks Help for instructions on adding companies or changing your payroll subscription.

To set up QuickBooks Payroll, you will need some of the following information. You can find this information in your own records, from your accountant or QuickBooks Professional Advisor, or from federal and/or state agencies.

Item	Examples
Company Information	· Pay period frequency or frequencies (i.e., weekly, every other week, twice a month, monthly, quarterly) · Date you started or will start using Payroll in QuickBooks
Compensation, Benefits and Miscellaneous Additions and Deductions	· Compensation you give employees and officers: hourly wages, salaries, commissions, etc. · Insurance benefits offered, such as health, dental, vision · Retirement benefits offered, such as 401(k) · Additional deductions from net pay that you withhold, such as union dues, repayments of employee advances or loans and life insurance · Additions you add to a paycheck, such as bonuses, travel reimbursements, employee advances or loans and tips
Tax Information	· State or states for which you file payroll taxes · Your state employer tax ID number or numbers (EINs) · State unemployment tax (SUI) rate(s) for employer and/or employee · State disability (SDI) tax rate or rates · Other state tax rates for your company (if applicable) · Local income taxes that you withhold or pay on behalf of your employees (if applicable) · Whether you qualify for the Federal Unemployment Tax (FUTA) credit
Employees	· Employee names, addresses and Social Security numbers from your employees' Social Security cards or W-4s · Employee withholdings which can also be found on the W-4 form · Current employee wages/salaries, additions, deductions and company contributions · Sick and vacation time policies and hours accrued
Year-to-Date History	**Note:** You need to enter year-to-date amounts ONLY if you start using QuickBooks Payroll after January 1 of the calendar year. · Quarterly and pay period summaries of employee payroll amounts from the beginning of this calendar year to the beginning of the current quarter · Paycheck information from the beginning of the current quarter to today
Liability Payment Information	· Quarterly and pay period summaries of payroll liability payments from the beginning of this year to your start date · Copies of payroll liability checks from the first day of the current quarter until today
Direct Deposit Information	**Note:** This is an optional feature that requires additional fees. · For each employee you want to pay using Direct Deposit, you need bank account and routing numbers. You'll get this information from your employees when you ask them to fill out a Direct Deposit form.

Paying Employees

Figure 1 Set up Scheduled Payroll

Figure 2 Enter time for all employees on a single screen

Paying Employees

Before you can pay your employees, you need to set up a payroll schedule.

Note: This procedure is for QuickBooks 2007. For information on paying employees in other QuickBooks versions, please visit our support website at www.quickbooks.com/support

From the **Payroll Center**, click **Start Scheduled Payroll**. You will have two options:

- Click **Set Up Now** to open the **New Payroll Setup** window from where you can set up payroll schedules.
- Click **Pay Employees** to pay your employees using Special Payroll.
- Click **Close** to cancel the message.

As soon as you've set up your Scheduled Payroll, you can begin paying employees.

1 In the **Employees** section, click **Payroll Center**.

2 In the **Pay Employees** section, click to select the payroll schedule you want to run, and then click **Start Scheduled Payroll**.

3 Make sure the information that appears in the **Payroll Information** section is correct.

4 Verify the hours worked and make any changes in the **Enter Hours** window.

5 If necessary, display the employee's paycheck to make changes.

6 Click **Continue** and the **Review and Create Paychecks** window opens.

7 Review the information in the **Review and Create Paychecks** window and make any changes necessary.

8 Choose a printing option

- Click **To be printed** to have QuickBooks print the paychecks.
- Click **To be hand written or direct deposited** to write your paychecks by hand or deposit them directly into the employees' accounts.

9 Click **Create Paycheck**. When you save the paycheck, the **Confirmation and Next Steps** window opens.

Payroll Schedules
Defines when you should run your payroll so that you can pay your employees on a regular payday.

When you use Payroll Schedules, QuickBooks automatically determines the payroll processing dates, taking into account weekends and bank holidays.

You only need to set up your payroll schedules once.

To add an employee to a Payroll Schedule
- From the **Employees** tab in the **Payroll Center**, double click the name of the employee to be added.
- In the **Change Tabs** dropdown box, select **Payroll and Compensation Info**.
- From the **Pay Schedule** dropdown box, select the correct pay schedule for this employee.
- Click **OK**.

Special Payroll
To pay an employee outside of a scheduled payroll (for example, bonuses or terminations), use a Special Payroll.

Paying Payroll Taxes and Liabilities

Figure 3 View/Pay Screen

Paying Payroll Taxes and Liabilities

Before you pay your payroll liabilities, make sure that you've set up scheduled payments for payroll liabilities in the payroll setup interview.

Note: *This procedure is for QuickBooks 2007. For information on paying payroll liabilities for other QuickBooks versions, please visit our support website at www.quickbooks.com/support*

1 Go to the **Payroll Center**. Accrued tax amounts are displayed in the **Pay Scheduled Liabilities** section of the Payroll Center along with their due dates and current status.

2 Click the checkbox next to the payments you want to make.

3 Click **View/Pay**. If you selected more than one payment, the liability checks appear in a check stack.

4 Review the check details and click **Save & Next**. You can review and save all of the liability checks in the check stack.

5 After the last liability check in the check stack is submitted/created, click **Close**. A summary window appears. From this window you can print physical checks or print the summary.

6 Click **Close**.

Scheduled Payments
One or more payroll liabilities that you pay at the same time to the same agency (for instance, in California, unemployment insurance and the employee training tax are both paid to the same agency).

Filing Payroll Taxes

Figure 4 Select Payroll Tax Form window

Filing Payroll Taxes

Note: *This procedure is for QuickBooks 2007. For information on filing payroll taxes for other QuickBooks versions, please visit our support website at www.quickbooks.com/support*

To prepare and file your payroll tax forms:

1 Open the **Payroll Center** by going to the **Employees** menu and clicking on **Payroll Center**, or from the **Employee Center**, click the **Payroll Center** tab.

2 Click **Process Payroll Forms**.

3 In the **Select Form Type** window, select the type of form you want to prepare. QuickBooks exports data into your form and opens the form in the **Payroll Tax Form** window. Ensure the period reflects the correct tax period.

4 Follow the onscreen instructions. The instructions are dynamic and depend on the type of payroll form you're preparing.

5 Review your form and then click **Print Forms** to print your form.

Note: *You must have a QuickBooks Enhanced Payroll subscription to prepare and file certain supported state payroll tax forms.*

Payroll Tax Forms
With QuickBooks Standard Payroll, you can complete federal forms, including 940, 940 Schedule A, 941, 941 Schedule B, 944, W-2, W-3 and 1099 MISC.

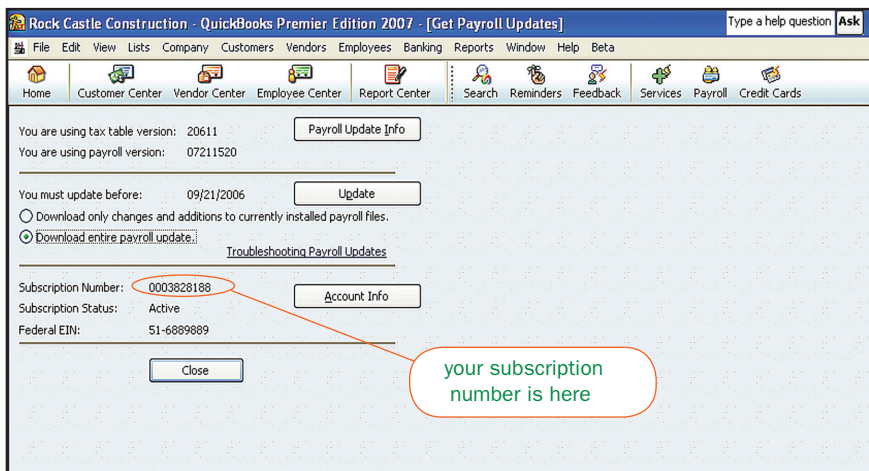# Keep Your Tax Tables Up-to-Date

Figure 5 Payroll Update window

Keep Your Tax Tables Up-to-Date

By default, Payroll has Automatic Updates enabled. Having Automatic Updates enabled allows QuickBooks Payroll to check for payroll updates each time you start it so you never miss an updated tax table or form.

Note: This procedure is for QuickBooks 2007. For information on keeping your tax tables up-to-date for other QuickBooks versions, please visit our support website at www.quickbooks.com/support

If you do not have Automatic Updates turned on, you can still keep your QuickBooks Payroll up-to-date:

1 From the **Employees** menu, choose **Get Payroll Updates**.

2 You have two download options:

- Download only changes and additions to currently installed payroll files. This is the fastest option because it downloads only new payroll information. Choose this option for most updates.
- Download entire payroll update. This option takes longer because the entire update is downloaded. Use this option if you have experienced problems updating your payroll.

3 Click the **Update** button.

4 When the download completes, you will receive a message confirming that the update was successful. Be sure to review the Payroll Update News to learn about changes to State and Federal tax rates and forms that may affect your business.

If you experience problems updating your payroll and are unable to complete the update, you may want to check your Internet connection setup.

Overview of QuickBooks Payroll Services

Thank you for purchasing QuickBooks Standard Payroll! This payroll service offers easy-to-use payroll essentials. It's best for small businesses that don't need to file state payroll taxes and don't need tools such as Worker's Compensation tracking.

We offer a full line of Payroll services designed to meet your business' specific needs. All our payroll services give you the latest tax tables and forms and let you pay your employees with convenient built-in Direct Deposit[1] or print paychecks directly from your PC. And all work right from within your QuickBooks software, so there's nothing new to learn.

If you are new to payroll or have limited time to spend on your payroll, we recommend Assisted Payroll. We take care of your payroll tax deposits and filings for you -- guaranteed accurate and on-time[2]. You keep the control by managing your day-to-day payroll in-house, right from within QuickBooks. Get advanced payroll tools such as Worker's Compensation tracking and free live phone support for payroll set-up and ongoing payroll tax compliance issues.

If you like doing your entire payroll in-house but need state forms or other tools such as Worker's Compensation tracking, we recommend Enhanced Payroll. Enhanced Payroll makes it easy to do your entire payroll in-house. We can help you save time and improve the accuracy of your payroll. Pay your employees with convenient Direct Deposit[1] or print paychecks from your PC. Automatically fill in the latest federal **and state** tax tables and forms with QuickBooks data.

You can also customize your Payroll subscription with additional services. One of our most popular is Direct Deposit[1]. QuickBooks Payroll comes with built-in Direct Deposit—all you need to do is activate it to enjoy the convenience of hassle-free paydays. Deposit your employees' pay directly into their accounts, no matter where you are on payday. You can schedule it up to 45 days in advance. You are charged only when you use the feature, so there is no need to cancel a subscription.

If you have any questions about your new Standard Payroll service, or need guidance on which Payroll service or additional services are right for your needs, please call one of our payroll specialists at 800-624-2106.

---

1 Direct Deposit requires a currently-supported version of QuickBooks, a QuickBooks Payroll subscription and Internet access. Nominal per transaction and per payroll transmission fees apply.

2 "No Penalties" Guarantee: If the data you provide is accurate, on time and your account is sufficiently funded, your payroll tax deposits and filings will be on time and accurate or we'll pay the resulting payroll tax penalty.

	Standard Payroll	Enhanced Payroll	Assisted Payroll
Offer employees convenient Direct Deposit[1], or print paychecks yourself right within QuickBooks	X	X	X
Automatically calculate earnings, deductions, federal and state tax payments	X	X	X
Easily download up-to-date tax rates and withholding limits into QuickBooks	X	X	X
Print completed **federal** forms (includes forms 940/Schedule A, 941/Schedule B, 944, W-2, W-3 and more)	X	X	
Print completed state forms (including Withholdings, Unemployment Insurance, New Hire Reports and more[2])		X	
Prepares and files state and federal forms, payroll tax deposits and filings **done for you by Intuit**, guaranteed accurate and on time[3]			X
Extra time-saving features including Workers' Comp tracking and more		X	X
Ongoing software upgrades for QuickBooks[4]		with Enhanced Payroll Plus	with Assisted Payroll Plus
Included payroll support for set-up and usage	Callback support via web request*	Callback support via web request*	Live phone support
Subscription pricing	$199/year	$299/year	From $59/month

* Available to active payroll subscribers (www.quickbooks.com/callme)

1 Direct Deposit requires a currently supported version of QuickBooks, a QuickBooks Payroll subscription and Internet access. Nominal per transaction and per payroll transmission fees apply.

2 With Enhanced Payroll, state forms available for most states; see www.quickbooks.com/taxforms for complete list of supported forms.

3 "No Penalties" Guarantee: if the data you provide is accurate, on time and your account is sufficiently funded, your payroll tax deposits and filings will be on time and accurate or we'll pay the resulting payroll tax penalty.

4 Assisted Payroll Plus and Enhanced Payroll Plus include ongoing QuickBooks software upgrades as long as your Assisted Payroll Plus or Enhanced Payroll Plus subscription is current. You may choose to cancel this ongoing upgrade option at any time.

Terms, conditions, pricing, features, support and service offerings subject to change without notice.

QuickBooks Payroll
Help & Support Resources

Have a Payroll Question?

Check out one of the following resources to get answers to your questions about using Payroll in QuickBooks.

In-Product Help

Go to the QuickBooks Help menu to access step-by-step instructions for completing Payroll tasks. View short, interactive tutorials covering QuickBooks Payroll basics in the in-product Learning Center.

Web Support

> QuickBooks Knowledge Base
Get answers to thousands of QuickBooks questions at
www.quickbooks.com/support

> QuickBooks Online Community
Connect with users and experts to find answers and share tips and tricks at **www.community.quickbooks.com/payroll**

> QuickBooks Year-End Center
Learn everything you need to know to complete year-end tasks at **www.quickbooks.com/yearend**

Assistance from Experts

FREE Payroll Callback Support (included with a QuickBooks Payroll subscription)*
Contact us for FREE callback support for all your payroll questions from a QuickBooks Payroll expert. Just submit your question online at **www.quickbooks.com/callme**. You won't have to wait on hold, and we can prepare to get right to the issue when we call you back.

Or, Call Us (fees apply)
1-800-624-2106 Monday – Friday, 6 a.m. to 6 p.m. Pacific Time

Get Help When You Need It │ **www.quickbooks.com/support**

*Applies to QuickBooks Standard or Enhanced Payroll subscriptions only. Internet access required; U.S. only. Callback hours are Monday-Friday, 6 a.m. - 6 p.m. Pacific Time.

Terms, conditions of support, support features, pricing and support availability are subject to change without notice.

PN 308662