

Payroll Tax Support: Frequently Asked Questions

How do I get started using e-file or e-pay in QuickBooks?

With an Enhanced Payroll subscription, you can make your federal payroll tax payments (e-pay) and file your returns (e-file) electronically. You can also e-pay and e-file with most states. <u>Which states allow e-pay and e-file?</u> Called E-File & Pay, this feature lets you securely send your tax payments and returns directly from QuickBooks to the appropriate agency.

Setting up to E-File & Pay in QuickBooks is easy:

- 1. Enroll with the IRS.
- 2. <u>Be sure your QuickBooks environment is up to date</u>.
- 3. <u>Change your tax payment methods in QuickBooks (includes steps for enrolling with state agencies)</u>
- 4. <u>Change your tax form filing methods in QuickBooks (includes steps for enrolling with state agencies)</u>.

What do I do next? (Using E-File & Pay)

Enroll with the IRS

To enroll with the IRS for e-pay:

1. Log in to <u>www.EFTPS.gov</u> and enroll to make e-payments.

You will receive a 4-digit PIN in the mail. It can take up to two weeks.

- 2. When you receive your 4-digit PIN, log back in to <u>www.EFTPS.gov</u> and set up an Internet Password.
- 3. Keep your PIN and Internet Password in a safe place. You must provide these credentials when you make an e-payment through QuickBooks. (When you make an e-payment, you can ask QuickBooks to remember your credentials for future e-payments, but you should always know where to find them in case you need to make a change.)

Already using EFTPS to make your tax payments? There's no need to re-enroll. You can use your existing PIN and password to make e-payments in QuickBooks.

To enroll with the IRS for e-file:

Click <u>here</u> for instructions on enrolling to e-file federal Form 940 and 941/944.

Already using e-file? If you enrolled and received your 10-digit PIN through some other software, there's no need to re-enroll. You can use your existing PIN and password to e-file Form 940, 941, or 944 in QuickBooks.

Be sure your QuickBooks environment is set up correctly

You must have the following:

- The most recent QuickBooks updates
 <u>http://www.quickbooks.com/helpcenter/ProductUpdates.aspx</u>)
- An active QuickBooks Enhanced Payroll subscription (<u>http://payroll.intuit.com/payroll_services/enhanced_payroll.jhtml</u>)
- The most recent payroll update
- An internet connection

Change your tax payment methods in QuickBooks

To set up supported payroll taxes as scheduled payments for e-pay:

- 1. From the **Employees** menu, choose **Payroll Center**.
- 2. In the **Pay Scheduled Liabilities** section, click the **Related Payment Activities** drop-down arrow and then select **Edit Payment Due Dates/Methods**.

QuickBooks loads Payroll Setup to walk you through the steps for setting up e-payments.

3. In the Payroll Setup interview, highlight the scheduled payment that you want to make using e-pay, and click **Edit**.

QuickBooks Payroll Setup ✓ 1 Tax Payments	Review your Scheduled Tax Payment	ts list
Schedule payments E-pay accounts Enrollments	 Scheduled Payments Federal 940 Federal 941944 A2 UI and Job Training Tax: A2 Withholding FL Unenployment Insurance WA UI and Employment Admin Fund 	Description E-pay/Quarterly (usual frequency) E-pay/After Each Payroll (Semiweeldy) Check(Queuterly (usual frequency) Check(Nex: Banking Day E-pay/Quarterly (usual frequency) E-pay/Quarterly (usual frequency)
Finish Later	Information is missing. Fix this error now. Now that I've set them up, how do I pay m UPS2299	Edit v tax lisbilities in QuickBooks? Continue >

4. In the Edit Payment Schedule window, change the payment method from Check to **E-pay**, and click **Finish**.

Edit Payment Schedule - Federal 940		×
Set up payment schedule for Fe Federal 940 payments include Federal l	deral 940 Jnemployment Insurance Tax. <u>Why are these grouped?</u>	
Payment (deposit) method What payment method can I use? * Payee Who is the right payee?	C E-pay Inited States Treasury	
* Payment (deposit) frequency <u>How often should I pay these taxes?</u>	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.) More	
Where can I see the due dates for my d * required field Cancel UP52.1.2537	Let me use a different payment (deposit) frequency	

- Repeat steps 3 and 4 for each payment you want to change to e-pay. When you have finished, click **Continue** to move to the E-pay accounts step.
- 6. Highlight the bank account you want to use for e-payments, and click **Edit**.
- 7. In the Edit Bank Account window, specify the account and routing numbers for the bank account from which you want to make e-payments, and click **Finish**.

Tell us about the ban	k account you want to ι	ise for e-payments
account/routing numbers fo		It to use for e-payments. These are not the same as the QuickBooks Chart of Accounts. If the online banking numb you'll use for e-payments.
Bank Account	payroll bank	
* Bank Account Number	879879	
Account Type	O Checking	
	C Savings	
* Routing Number	122101706 (9 digits)	
What should I do if my bar block automatic deductions		Routing Number Account Number
	<u>.</u>	Roomy Homber Account Homber
* required field		

- 8. Click **Continue** to move to the Enrollments step.
- 9. In the View Enrollments window, select any state agencies for which you haven't enrolled, and follow the enrollment instructions.

Remember: If the agency requires enrollment, you should not try to make an e-payment until you have enrolled and received confirmation from the agency.

Agency enrollment instructions are always available on the E-File & Pay Information pages on the Payroll Tax Support site (<u>http://www.quickbooks.com/support/fileandpay/enroll</u>).

Be sure to keep any agency e-pay login details (your PIN, code, password, etc.) in a safe place. You'll need them when you submit an e-payment from QuickBooks. QuickBooks gives you the option of storing these credentials so that you don't have to enter them every time, but you should still keep them where you can find them in case you need to make changes.

Change your tax form filing methods in QuickBooks

To set up supported tax forms for e-file:

- 1. From the **Employees** menu, choose **Payroll Center**.
- 2. In the **File Tax Forms** section, click the **Related Form Activities** dropdown arrow and then select **Edit Filing Methods**.

QuickBooks loads Payroll Setup to walk you through the steps for setting up e-payments.

3. In the Payroll Setup interview, click **Continue**.

QuickBooks Payroll Setup		×
QuickBooks Payroll Setup Payroll Setup I Taxes Filing methods Enrollments	Choose filing methods In this section, you'll choose how to file your payroll tax forms (either electronically from Quickboose, or by printing and maling them). If you can choose to either office or print and mali it. Effice is available to filing it, you can choose to either office or print and mali it. Effice is available to be available to the print of the print and mali it. Effice is available to the print of the print of the print of the print and mali it. Efficies available to the print of the	
Finish Later	UPS1.16%	

Payroll Setup shows you the Filing Methods window for the first form in the list of forms you file.

4. If you want to e-file this form, change the filing method from Print and Mail to **E-file**.

Filing Methods			×
Federal Form 94	10: Filing met	hod	
This is the Federal F	orm 940 for Emp	oloyer's Annual Federal Unemployment Tax Return.	
Select how you w	ant to file this fo	rm:	
Filing Method	💿 Print and	Mail	
	🔵 E-file	Explain	
			Next >
Cancel UPS2.1.1989			Next >

5. To walk through all your tax forms, click **Next**, change the filing method if you want to e-file, and repeat until you've gone through all the tax forms.

If you only want to e-file a small number of your tax forms, click **Cancel** to see a list of your tax forms and choose the one you want to change. Change the filing method and click **Finish**. Repeat until you've changed the filing method for the forms you want to e-file. Then click **Continue**.

6. If you change your federal forms (940, 941/944, or 943) to e-file, Payroll Setup walks you through the IRS e-filing enrollment process.

If you have already enrolled with the IRS for e-filing, click **Cancel** to return to Payroll Setup Enrollments step.

Otherwise complete the IRS e-file enrollment steps, following the instructions and clicking **Next** when you have completed each window.

7. In the Payroll Setup Enrollments window, double-click on any state agency to review instructions for state agency e-file enrollment, if any, for the state agencies.

QuickBooks Payroll Setup	ſ		×	
QuickBooks Payroll Setup V 1 Taxes Filing methods Firoliments	Review your agency enrollments Here are the agencies and forms you've selected for e-filing. To view or make changes to your Forms 940 and 941 e-file enrollment setup, click the Edit button. For more information about your e-file enrollment, click the Summary button.			
	Agency GA Dept of Revenue IN Dept of Revenue MA Dept of Revenue MD Office of Unemployment Ins. MD Revenue Administration Div.	Description Automatic enrollment with GA Department of Revenue Automatic enrollment with IND Department of Revenue Automatic enrollment with MD Office of Unemployment Ins Automatic enrollment with MD Revenue Administration DIV		
Finish	UP53.2634	Edt Summary		

If the agency requires enrollment, you should not try to e-file your tax form until you have enrolled and received confirmation from the agency.

Agency enrollment instructions are always available on the E-File & Pay Information pages on the Payroll Tax Support site (<u>http://www.quickbooks.com/support/fileandpay/enroll</u>).

Be sure to keep any agency e-file login details (your PIN, code, password, etc.) in a safe place. You'll need them when you e-file your tax forms from QuickBooks. QuickBooks gives you the option of storing these credentials so that you don't have to enter them every time, but you should still keep them where you can find them in case you need to make changes.

What Do I Do Next? (Using E-File & Pay)

Monitor the accrued liabilities or payments in QuickBooks.

As you accrue your payroll liabilities (for example, you run your payroll or make liability adjustments), the liability amounts for payments that you've set up in the payroll setup interview automatically appear in the Pay Scheduled Liabilities section in the Payroll Center. The payment due date and time appears in the Send By column next to the payment.

	1	Send By	Status	Payment	Method	Period	Amou
Pay Scheduled Liabilities		03/11/09 9PM 04/28/09 9PM 04/28/09 9PM	Upco	Federal 941/944 FL Unemployment Insura Federal 940	E-pay E-pay/file E-pay	3/7-3/10/09 Q1 2009 Q1 2009 Q1 2009	12,892.92 8.31 75.10
		Related Paymer	n <mark>t Activiti</mark> e	Charly 5 around	Fotal Selecte <u>nt Status</u>		0.00 /iew/Pay

Pay your e-payments.

You pay your e-payments on or before the date and time that appears in the Send By column next to the payment in the Pay Scheduled Liabilities section in the Payroll Center. To start, select the payment and then click View/Pay. You can select and pay multiple payments at the same time.

	1	Send By	Status	Payment	Method	Period	Amou
Pay Scheduled Liabilities	1	03/11/09 9PM 04/28/09 9PM 04/28/09 9PM	Upco	Federal 941/944 FL Unemployment Insura Federal 940	E-pay E-pay/file E-pay	3/7-3/10/09 Q1 2009 Q1 2009 Q1 2009	<u>12,892,92</u> <u>8.31</u> <u>75.10</u>
		Related Paymer	nt Activitie	Charles areas	'otal Selecter <u>nt Status</u>		92.92 iew/Pay

For step-by-step instructions, search the QuickBooks Help for "Submit an epayment to the agency." To access the QuickBooks Help, go to the **Help** menu in QuickBooks, and then click **QuickBooks Help**.

E-file your forms.

To start, click **Process Payroll Forms** in the File Tax Forms section of the Payroll Center. QuickBooks will guide you through the e-file process.

ile Tax	Click <u>Process Payroll Forms</u> to prepare your payroll forms.
Forms	Related Form Activities Check E-filing Status Process Payroll Forms

For step-by-step instructions, search the QuickBooks Help for "E-file a payroll tax form." To access the QuickBooks Help, go to the **Help** menu in QuickBooks, and then click **QuickBooks Help**.

Other Resources

Ask the User Community

(http://community.intuit.com/) Connect with other users and experts to ask questions and find answers.

Find a Local Expert

(http://proadvisor.intuit.com/referral/) Local Certified QuickBooks ProAdvisors[™] can get you set up and provide accounting advice tailored to your business needs. (Fees may apply.)

Contact Support

(http://payroll.intuit.com/support/contact/index.jsp) Get answers to common questions and personalized assistance from a support representative.