

intuit®

QuickBooks®

Payroll

Getting Started Guide

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Service Key _____

Subscription Number _____

Thank you for choosing Intuit QuickBooks® Payroll.

Intuit QuickBooks 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 and state tax forms¹, and gives you the flexibility to process payroll and run customized reports whenever you want. Because you do it from within QuickBooks, QuickBooks Payroll is easy to set up and use.

It's important to us that you are completely satisfied with QuickBooks Accounting software. This Payroll Getting Started Guide will help familiarize you with our payroll solutions 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.

¹ Federal and state forms are available only to Enhanced Payroll subscribers. Basic Payroll does not include tax forms.

About this guide

The procedures in this guide are for customers using QuickBooks 2010, 2011, 2012, and 2013. The illustrations are from QuickBooks 2013.

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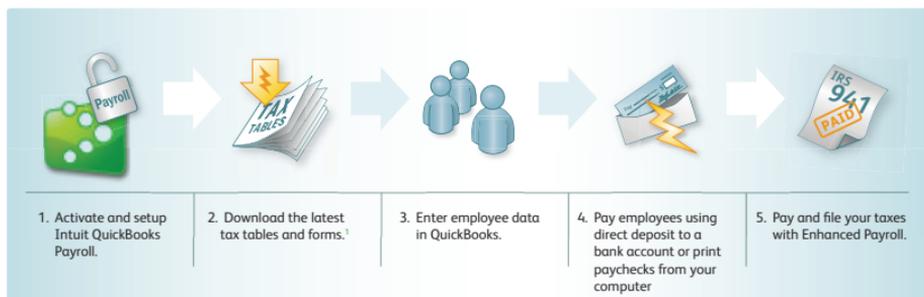
Getting Started: Activate and Set Up

How Intuit QuickBooks Payroll works

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

Setting up and running payroll involves five main steps:

- 1 Activate and Set Up**—Activating unlocks the payroll features in your QuickBooks software. Once you've activated your subscription, QuickBooks guides you through a step-by-step interview to set up your payroll information.
- 2 Automatically Download Tax Tables and Forms**—QuickBooks connects to the Internet to download the latest federal and state tax tables and forms.¹
- 3 Process Payroll**—You can easily enter the time for your hourly employees and salary for your exempt employees directly into QuickBooks. QuickBooks Payroll calculates earnings, payroll taxes, and deductions.
- 4 Pay Employees**—Once you've reviewed your paychecks, pay your employees using direct deposit to a bank account (additional fees apply) or print paychecks from your computer.
- 5 Pay and File Your Taxes and Liabilities**—QuickBooks Payroll tracks your payroll taxes and other liabilities as you go. If you have a Basic Payroll subscription, you can generate tax reports and work with your accountant on tax filings. (Basic Payroll does not include tax forms.) If you have an Enhanced Payroll subscription, QuickBooks automatically fills in federal and state tax forms for you—just print, sign, and mail. Or you can conveniently file forms and pay taxes electronically with E-File & Pay at no additional cost.²



¹ Federal and state forms are available only to Enhanced Payroll subscribers. Basic Payroll does not include tax forms.

² The E-File & Pay feature is available for federal and select state taxes. Please check the web site (payroll.intuit.com/support/PTS/quickList.jsp) for availability for your state. You may need to register with tax agencies to use E-File & Pay. The E-File & Pay feature is available only to Enhanced Payroll subscribers.

Activating your payroll subscription

If you're already using QuickBooks Accounting software:

- 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 in your CD folder or on your confirmation e-mail)
 - Company name and address
 - EIN (Employer Identification Number)¹
 - Payroll contact information
 - Credit card information to keep your subscription up to date
- 3 (Optional) Update your payroll subscription to allow paying four or more employees (if your current subscription only lets you pay up to three employees).²
- 4 Receive your unique payroll service key and write it down on the first page of this guide.

Note: 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.

Entering your Payroll Service Key in QuickBooks

- 1 Go to the **Employees** menu, click **Payroll**, and then click **Enter Payroll Service Key**.
- 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.

After activation is complete, you can begin setting up your payroll. You'll need the information in the Payroll Setup Checklist (table on page 8; also online at payroll.intuit.com/support/newuser/start.jsp) to get started. Go to the **Employees** menu and click **Payroll Setup** to begin entering your information.

For help during setup, visit the Learning Center³. Go to the **Payroll Center**, click **Learning Resources** in the toolbar, and click **Payroll Learning Center**.

¹ If you have not already entered your EIN into QuickBooks, you must add it before activating payroll. Go to the **Company** menu, click **Company Information**, and enter your EIN.

² Additional fees apply to a payroll subscription that allows paying four or more employees. QuickBooks supports a maximum of 14,500 employees, customers, vendors, and other names combined. However, performance may slow when processing files containing more than 100 employees.

³ Internet access required for online services.

The QuickBooks 2013 Payroll Center overview

To open the Payroll Center:

- From the **Home** page, click the **Payroll Center** icon or go to the **Employees** menu and click **Payroll Center**.



Click the **Employees** tab to add new employees, modify employee records, and view employee-related transactions, such as liability adjustments and paychecks.

Click the **Transactions** tab to view past transactions, such as paychecks, liability adjustments, and historical data.

View and update subscription information.

The screenshot shows the QuickBooks 2013 Payroll Center interface. The top navigation bar includes File, Edit, View, Lists, Favorites, Accountant, Company, Customers, Vendors, Employees, and Banking. The main navigation bar has Home, Calendar, Client Review, App Center, Snapshots, Customers, Vendors, Employees, and Online Banking. The sub-navigation bar shows Enter Time, Print, Client-Ready Payroll Reports, My Payroll Service, and a help icon. The main content area has three tabs: Employees (selected), Transactions, and Payroll. Under the Employees tab, there are sections for SUBSCRIPTION STATUSES (Enhanced Payroll, Direct Deposit), Manage Account, View Payments, and Free Payroll Support. Below this is a calendar for July 2012 and August 2012. The right sidebar contains sections for Pay Employees (PROCESS PAYROLL BY: 12/05/2012, Biweekly), Pay Scheduled Liabilities (SEND BY, STATUS, PAYMENT), and File Tax Forms (Click Process Payroll Forms to prepare Supported Tax Forms).

Access payroll tutorials and other useful links.

Access in-product Help.

Pay your employees quickly and easily. Enter hours, review paychecks, and pay using Direct Deposit (additional fees apply) or printed paychecks.

The screenshot shows the QuickBooks Enhanced Payroll interface. At the top, there are menu items: "File", "Reports", "Window", and "Help". Below the menu is a toolbar with icons for "Docs", "Reports", "Statement Writer", "Invoice", "Item", and "MemTx", along with a search bar labeled "Search Company or Help". The main window title is "QuickBooks Enhanced Payroll".

Below the title bar, there is a "Learning Resources" dropdown menu and a "Switch to After-the-Fact Payroll" button. A table displays payroll periods and check dates:

FILE	PAY PERIOD	CHECK DATE
	11/17/2012 - 11/30/2012	12/05/2012

Below the table are buttons for "Unscheduled Payroll" and "Start Scheduled Payroll".

A table lists payroll items with columns for METHOD, PERIOD, and AMOUNT:

	METHOD	PERIOD	AMOUN...
941/944	E-pay	10/8-10/...	2,537.67
nd Schlr Fund	Check	Q3 2012	94.80
ployment Insurance	Check	Q3 2012	162.00
ployment Insurance	Check	Q3 2012	253.50
40	E-pay	Q4 2012	20.00
nd Schlr Fund	Check	Q4 2012	39.50

Below the table, it shows "Total Selected Items: 0.00" and buttons for "Check E-payment Status" and "View/Pay".

At the bottom, there is a section for "your payroll forms." with a link "about E-File & Pay" and buttons for "Check E-filing Status" and "Process Payroll Forms".

QuickBooks Payroll calculates your payroll liabilities and tells you when they're due to help prevent you from missing a deadline. Print and mail checks, or with Enhanced Payroll, pay taxes electronically with E-File & Pay.¹

Enhanced Payroll automatically fills in the latest federal and most state tax forms—just sign, print, and mail. Or, conveniently file payroll tax forms electronically with E-File & Pay.¹

¹ The E-File & Pay feature available for federal and select state taxes and forms. Please check the Payroll Tax Support web site (payroll.intuit.com/support/PTS/quickList.jsp) for availability for your state. You may need to register with tax agencies to use E-File & Pay. The E-File & Pay feature is not available with Basic Payroll.

Setting up payroll

The Payroll Setup interview guides you through setting up payroll in QuickBooks. It helps you get your first payroll update, set up payroll taxes for your company, and set up common compensation and benefits correctly. Then it leads you through setting up individual employees and year-to-date payroll amounts (if needed) so you can start running payroll in QuickBooks.

Note: Make sure that you have adequate time—from 20 minutes to about an hour, once you have collected your information—to go through all the steps before closing the interview. If you need to close the interview before completing the steps, you can always return later to the step where you left off and finish the interview. It is important to make sure that all the information you enter here is accurate and complete; otherwise you can have problems running your payroll later.

To start the Payroll Setup interview:

- 1 Go through the Payroll Setup Checklist (on page 8) and make sure you have all the information you need.

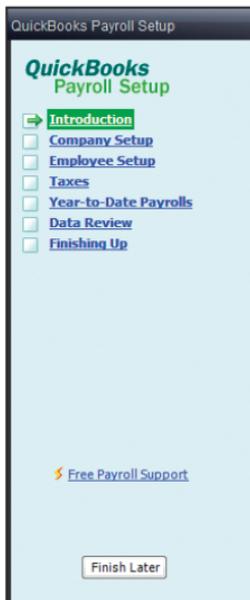
Note: It can take a few days to a few weeks to get information from federal or state agencies, so start collecting those items early.

- 2 Go to the **Employees** menu and click **Payroll Setup**.
- 3 Follow the onscreen instructions.

You complete the following steps:

Note: After setting up payroll, if you need to add only one or two payroll items, see page 17.

- **Company Setup:** Enter compensation and benefits.
- **Employee Setup:** Add your employees and set up their personal information and pay information (pay rate, benefits, and so on).
- **Taxes:** Set up payroll taxes that apply to you, schedule payments with the agencies, and specify payment methods.
- **Year-to-Date Payrolls:** Enter all year-to-date payroll information (payroll summaries, tax and non-tax payments you've already made, and so on). For more information about entering year-to-date tax payments, use the tax payments checklist (www.payroll.com/support/PDFs/Misc/YTD_Tax_Checklist.pdf).
- **Data Review:** Review all the wage and tax information you've entered and check for errors.
- **Finishing Up:** Learn about the payroll tasks that you can do.



Did You Know?

QuickBooks defines an employee as someone you give a W-2 form to at the end of the year. You pay them with paychecks and withhold taxes for them. Set up all those who fall into this category as an employee.

Do not set up independent contractors and owners as employees. QuickBooks defines an independent contractor as someone you give a 1099-MISC form to. Set up contractors as vendors.

Pay owners and partners by checks that draw on the company's equity.

Setting up payroll

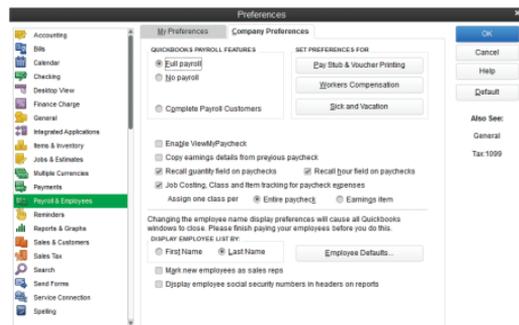
The Payroll Setup interview guides you through setting up employees and common payroll items. However, you might need to add or edit an employee or set up one or two payroll items without having to go through the entire interview. See pages 16–17 for more information.

Setting up payroll sometimes requires in-depth tax knowledge, so it's a good idea to have an accountant or payroll professional review your setup. Mistakes in setting up payroll can cause problems later.

Setting up payroll preferences:

Note: You don't set up Payroll preferences in the Payroll Setup interview. Finish setting up payroll in the Payroll Setup interview and then open the Preferences window.

- 1 Go to the **Edit** menu and click **Preferences**.
- 2 Click **Payroll & Employees** and then click the **Company Preferences** tab.

**Welcome to QuickBooks Payroll Setup**

We'll walk you through setting up the basics of payroll by asking you questions and giving you guidance along the way. When you're done with setup, you'll be ready to start using QuickBooks Payroll--customized just for you!

Before you begin, review the [payroll setup checklist](#) and gather the needed information.

Tip: If you need to leave setup, click **Finish Later** and your changes are saved. You can return to setup by choosing **Payroll Setup** from the **Employees** menu in QuickBooks.

Let's get started!

UPSL1020

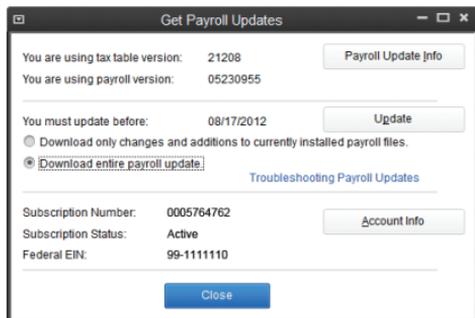
Continue >

Payroll Setup Checklist:

You'll need the following information to set up Intuit QuickBooks Payroll. You can find the information in your own records, from your accountant, or from federal and state agencies.

Item	Examples
Company Information	<ul style="list-style-type: none">• Company bank account – For direct deposit or electronic tax payments.
Compensation and Benefits	<ul style="list-style-type: none">• Types of employee compensation, such as hourly wages, salaries, bonuses, commissions, and tips.• Types of employee benefits, such as health and dental insurance, 401(k) retirement plan, vacation/sick leave, or Flexible Spending Account (FSA).• Other additions and deductions, such as cash advances, mileage and travel reimbursements, union dues, and wage garnishments.
Employees	<ul style="list-style-type: none">• Completed Form W-4 for each employee. (Tip: If not available, enter "single" and "0" allowances; you can change these values later.)• Pay rate – Hourly, salary, commission, etc.• Paycheck deductions – Employee contributions to health insurance, retirement plans, or garnishments (child/spousal support).• Sick/vacation hours balance, if applicable.• Hire and termination dates.
Direct Deposit	<ul style="list-style-type: none">• Direct Deposit – Employees' bank account and routing numbers for direct deposits to their bank accounts (additional fees apply).
Tax Information	<ul style="list-style-type: none">• Federal Employer Identification Number (FEIN) and state agency ID numbers – You'll need unique ID numbers from the IRS and state agencies to file and pay taxes. Contact the agencies to apply for these ID numbers (see www.payroll.com/compliance).• State Unemployment Insurance (SUI) contribution rate – State agencies typically have different rates for new and established employers and mail your specific rate to you. You can also contact your state agency (see www.payroll.com/compliance).• Filing requirement and deposit schedule for payroll taxes – Requirements for when to file and deposit payroll taxes vary. Companies that owe more payroll tax typically pay and file more frequently. See www.payroll.com/compliance or contact the IRS and your state agency to determine your requirements.• Electronic Federal Tax Payment System (EFTPS) enrollment – It's mandatory to submit federal tax deposit payments electronically. You can enroll in EFTPS at www.eftps.gov/eftps.• Other tax information, such as state assessment, surcharge, administrative or training tax rates, and local or other taxes, if applicable.
Prior Payrolls	<p>Note: If you've already paid employees this calendar year, we need to know the amounts to accurately calculate new paychecks and complete your tax forms.</p> <ul style="list-style-type: none">• For the current quarter – Payroll details for each paycheck.• For each prior quarter of this calendar year – Summary by employee and summary for all employees (total company payroll).
Liability Information	<ul style="list-style-type: none">• For the current quarter – Copies of all payroll liability checks.• For each prior quarter of this year – Summary of payroll liability payments.

Keeping your tax tables up to date



By default, QuickBooks Payroll has Automatic Updates enabled. This lets QuickBooks Payroll check for payroll updates each time you start it so you never miss an updated tax rate or form.¹

If you don't have Automatic Updates turned on, you can still keep your QuickBooks Payroll up to date:

- 1 From the **Employees** menu, click **Get Payroll Updates**.
- 2 Choose from the 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, QuickBooks displays 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.

Payroll Updates

Payroll updates become available throughout the year. Updates might include enhancements, payroll tax forms updates (for Enhanced Payroll subscribers), and new tax tables. We recommend that you update to make sure that you have the most current tax tables.

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

Active Payroll Subscription

You must have an active subscription in order to update your payroll. If you have problems downloading an update, check the following:

- If there is no subscription number listed and you have already subscribed to a payroll service, verify that your subscription number is entered.
- If your subscription status shows inactive, you can update your account information from within QuickBooks. Go to the **My Payroll Service** menu and click **Account/Billing Information**.

¹ Federal and state forms are available only to Enhanced Payroll subscribers. Basic Payroll does not include tax forms.

Payroll Process

Paying employees overview

You can set up payroll schedules or run payroll without a schedule. A payroll run that is set up to occur at a regular frequency is *scheduled*, while payroll that you might run only for special circumstances or outside your regular payroll run is *unscheduled payroll*.

Payroll Center without payroll schedules

Pay Employees

QuickBooks now offers payroll schedules. You can group employees using schedules and be reminded when to pay each group. [Show an example](#)

[Set up your payroll schedule](#) [How do I pay my employees?](#)

Related Payroll Activities ▼ Pay Employees Start Scheduled Payroll

Click this button to pay your employees if you haven't set up payroll schedules.

Click this button to set up payroll schedules.

Payroll Center with payroll schedules

Pay Employees Switch to After-the-Fact Payroll

PROCESS PAYROLL BY	PAYROLL SCHEDULE	PAY PERIOD	CHECK DATE
12/05/2012	Biweekly	11/17/2012 - 11/30/2012	12/05/2012

Related Payroll Activities ▼ **Unscheduled Payroll** Start Scheduled Payroll

Once you set up schedules, the button name changes. Click this button to write off-cycle paychecks outside the regular payroll run.

Click a row to select the payroll schedule and then click this button to run regular payroll.

From the Payroll Center, you can start paying your employees in any one of the following ways:

- By clicking the Pay Employees button.
- By clicking the Start Scheduled Payroll button. If you click the Start Scheduled Payroll button, you'll be prompted to set up payroll schedules. (Once you set up payroll schedules, click to select the schedule you want to run and then click Start Scheduled Payroll.)

Setting up payroll schedules

- 1 Go to the **Payroll Center**.
- 2 Click the **Related Payroll Activities** drop-down arrow, and then click **Add or Edit Payroll Schedules**.
- 3 From the **Payroll Schedule List** window, click **Payroll Schedule**, and then click **New**.
- 4 Enter information in the fields.

The information you provide will be used to create a payroll schedule. [What is a payroll schedule?](#)
 You can set up multiple payroll schedules if you need to. [Why do I need multiple schedules?](#)

Tell us how you'll be processing payroll using QuickBooks: [How do I set up a payroll schedule?](#)

What do you want to name this payroll schedule? (e.g., "Weekly", "Biweekly", "Monthly", etc)

How often will you pay your employees on this schedule?

What is the pay period end date?

What date should appear on paychecks for this pay period?

The following is based on the information supplied above:
 You pay your employees DD days after the pay period end date in this payroll schedule.

Schedule is inactive

Assigning employees to payroll schedules

Note: You can only group employees in the same payroll schedule if they have the same pay frequency (for example, weekly, biweekly, semimonthly, and so on).

- 1 From the **Employees** tab in the **Payroll Center**, double-click the name of the employee you want to assign to the schedule.
- 2 Click the **Payroll Info** tab.
- 3 Click the **Pay Schedule** drop-down arrow and then select the pay schedule you want to assign this employee to. The Pay Frequency field updates accordingly.
- 4 Click **OK**.

Payroll Schedules

Although you can pay employees using unscheduled payroll, we recommend using schedules for your regular pay run.

When you use payroll schedules, QuickBooks automatically determines the payroll processing dates for each pay period, taking into account weekends and bank holidays. You set up your payroll schedule once and assign employees to it. The dates reset to the next pay period after you create paychecks.

You can use payroll schedules to group together employees in whichever way makes the most sense for you to effectively run your payroll and business.

Unscheduled Payroll

To pay an employee outside a regular payroll run (for example, annual bonuses), use **Unscheduled Payroll**.

Termination Payroll

To terminate an employee, go to the **Payroll Center**, click the **Related Payroll Activities** drop-down arrow, and then click **Create Termination Check**.

Paying employees

Enter payroll information and select employees to pay

Enter Payroll Information

Enter Payroll Information → Review & Create Paychecks → Print & Distribute Paychecks

How do I pay my employees?

PAYROLL INFORMATION

Payroll Schedule: Biweekly | Pay Period Ends: 12/21/2012 | Bank Account: 10100 - Checking

Employees Selected to Pay: 3 | Check Date: 12/26/2012 | Bank Account Balance: 46,969.10

Uncheck All | Open Paycheck Detail... | Sort By: Employee Name | Show/Hide Columns

EMPLOYEE	REGULAR	OVERTIME	SICK HOUR	VACATION	SALARY	TOTAL HOURS
<input checked="" type="checkbox"/> Dan T. Miller					40.00	40.00
<input checked="" type="checkbox"/> Elizabeth N. Mason	80.00					80.00
<input checked="" type="checkbox"/> Gregg O. Schneider	80.00					80.00

How do I use this window to enter payroll information?

Finish Later | Continue

Review and create paychecks

Review and Create Paychecks

Enter Payroll Information → Review & Create Paychecks → Print & Distribute Paychecks

How do I pay my employees?

PAYROLL INFORMATION

Payroll Schedule: Biweekly | Pay Period Ends: 12/21/2012 | Bank Account: 10100 - Checking

Number of Paychecks: 3 | Check Date: 12/26/2012 | Bank Account Balance: 46,969.10

PAYCHECK OPTIONS

Print paychecks from QuickBooks | Assign check numbers to handwritten checks | Explain Printing Options

First Check Number: 517 | Printing Preferences

Open Paycheck Detail...

Employee	Gross Pay	Taxes	Deductions	Net Pay	Employer Tax Contributions	Total Hours	Direct De
Dan T. Miller	1,596.15	-216.96	-25.00	1,354.19	215.48	266.11	40.00
Elizabeth N. Mason	1,180.00	-232.34	-25.00	922.66	159.30	121.18	80.00
Gregg O. Schneider	1,380.00	-289.24	-12.50	1,078.26	186.30	13.11	80.00
	4,156.15	-738.54	-62.50	3,355.11	561.08	400.40	200.00

< Back | Finish Later | Create Paychecks

To pay employees:

Open the Enter Payroll Information window, as explained on page 10. From the **Payroll Center**:

- Select a scheduled payroll and click **Start Scheduled Payroll**.
 - Click **Pay Employees** to pay your employees without using schedules.
- 1 Specify the **check date** and **pay period end dates** (unless you're running a payroll schedule).
 - 2 If necessary, select a bank account from which the paychecks are drawn.
 - 3 Click to select employees to pay. (If you're running a payroll schedule, only the employees who are assigned to the payroll schedule appear and are checked by default.)
 - 4 Review the information and enter hours worked, vacation and sick time, commissions, and so on. Click the employee's name to make changes in the Preview Paycheck window.
 - 5 Click **Continue**.
 - 6 Review the payroll summary information.
 - 7 If the employee is being paid by check, specify whether paychecks should be printed from QuickBooks or written by hand.
 - 8 If the employee is being paid by direct deposit to a bank account, make sure that the Direct Deposit column is checked. Review the information again. If necessary, click **Back** or click **Open Paycheck Detail** to edit the information.
 - 9 Click **Create Paychecks**.

The Review and Confirmation window appears from where you can print paychecks or pay stubs or send pay stubs by e-mail or to ViewMyPaycheck for online access, as shown on page 14.

Paycheck Date and Pay Period End Date

The **paycheck date** is the date when employees know they are getting paid. It's the date you want the paycheck to affect your bank account. For example, your pay period end date could be Friday, April 19, but your paycheck date is 5 business days later on the following Friday, April 26.

The IRS bases your tax liability and that of your employees on the paycheck date. For example, if you pay an employee in January 2013 for time worked in December 2012, the income is reported on the employee's 2013 W-2 form. QuickBooks uses the paycheck date when it runs reports.

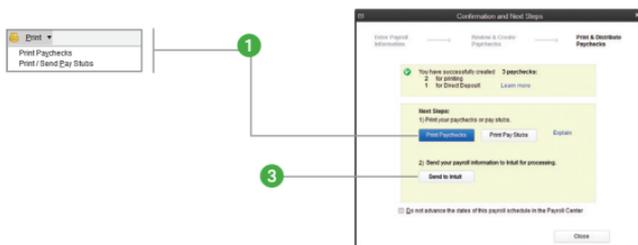
A **pay period** is the duration of time for which you are paying your employee wages. The **pay period end date** is the last date of the pay period that you want a paycheck to cover.

QuickBooks uses this date to calculate how many weeks an employee has worked in a year and the time information to include in the paycheck.

Sending direct deposits and printing paychecks and pay stubs

After you finish creating paychecks, the Confirmation and Next Steps window appears, from where you can print paychecks, print or e-mail pay stubs, and send paychecks for direct deposit to a bank account.

- 1 Click **Print Paychecks** or **Print Pay Stubs** from the Confirmation and Next Steps window. (If you want to print at a later time, go to the Employee Center, click the **Print** drop-down arrow, and then click **Print Paychecks** or **Print/Send Pay Stubs**.)



- 2 Depending on your selection, the Select Paychecks to Print or Select Pay Stubs window appears. Paychecks and pay stubs to be printed appear selected by default. Click to clear, if necessary, and then click **OK** or **Print**.



Note: Click **Email** to send pay stubs by e-mail, or click **Send Online** to send pay stubs to **ViewMyPaycheck** for online access.

- 3 To send paychecks for direct deposit to bank accounts, click **Send to Intuit**. To send payroll later, from the Payroll Center, click the **Related Payroll Activities** drop-down arrow and then click **Send Payroll Data**.

Note: Direct deposit payments require two business days to deposit. (Additional fees apply to deposits to a bank account.)

Did You Know?

How does voiding affect year-to-date amounts?

If you delete the most recent paycheck, QuickBooks updates the year-to-date figures to reflect the change. If you void or delete an earlier paycheck, the year-to-date figures on subsequent recorded paychecks will be correct on pay stubs, paychecks, and in the Review Paycheck window, but not in the Preview Paycheck window. The year-to-date figures for paychecks you write in the future will be correct.

Direct Deposit users

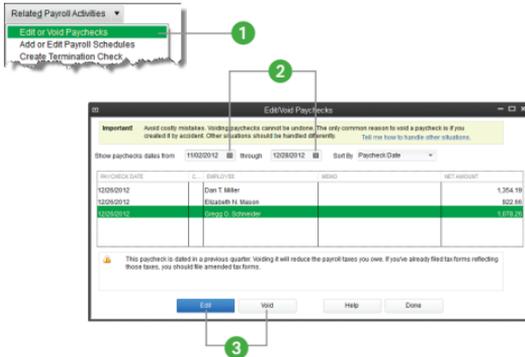
If you want to make changes to Direct Deposit paychecks after they've been sent, you must first void the paychecks you already sent and then create new paychecks. Don't edit the paychecks that were already sent because doing so will prevent the voiding from being successful.

If you use Direct Deposit, you can recover the funds if the voided paycheck is sent to the payroll service before the start of payroll processing, which begins at 5:00 p.m. (Pacific time), two business days before the paycheck date.

If the paycheck was issued in a previous quarter, you can void it only if you haven't yet created paychecks for the current quarter.

Editing and voiding paychecks

- Go to the **Employees** menu and click **Edit/Void Paychecks**, or click the **Related Payroll Activities** drop-down arrow and then click **Edit** or **Void Paychecks**.



- Select a date range in the Show paychecks from/through fields.
- Select the paycheck you want to edit or void and do *one* of the following:
 - Review the warning message, and click **Void** if you still want to void the paycheck.
 - Click **Edit** if you're changing the paycheck.
- Do *one* of the following:
 - If you're voiding a paycheck, check the box to verify that you have read the warning message.
 - If you're editing a paycheck, make your changes in the Paycheck window. To make other changes, click Paycheck Detail. The Review Paycheck window opens.

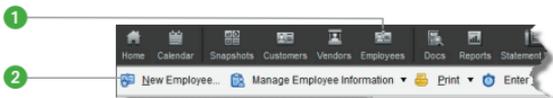
Note: You can't change the amount or payee. You can change the check number, check date, bank account, or employee's address. Review Paycheck provides Lock Net Pay, which means that you can safely edit certain paycheck details without recalculating the net amount of the paycheck.
- Do *one* of the following:
 - Click **Continue** to close the message window.
 - Click **Save & Close** to close the Paycheck window.
- Click **Done** in the Edit/Void Paychecks window.

Managing employees

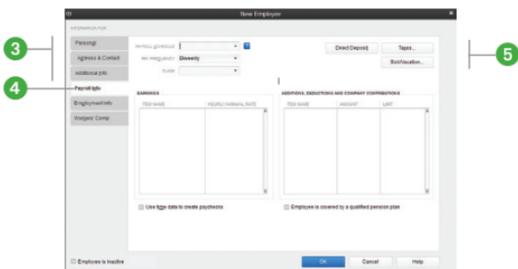
After completing the initial Payroll Setup interview (pages 6–7), you can add new employees or edit existing records by returning to Payroll Setup or by using the Employee Center. From the Employee Center, you can also make global changes to employee default settings.

Adding or editing an employee

- 1 Click the **Employees** icon on the icon bar.
- 2 Click the **New Employee** button. (To edit an employee, select an employee from the list, right-click, and then click Edit Employee.)

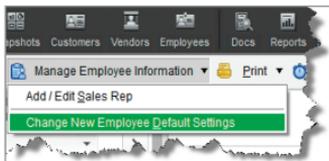


- 3 Complete the fields in the **Personal, Address & Contact**, and **Additional Info** tabs.
- 4 Use the **Payroll Info** tab to enter earnings and other additions and deductions for the employee.
- 5 Click **Taxes, Sick/Vacation**, and **Direct Deposit** (if the employee opted to have paychecks direct deposited to a bank account) to enter information specific to the employee. Click **OK** when you're done.



Setting up employee defaults

- 1 Click the **Employees** icon on the icon bar.
- 2 Click the **Manage Employee Information** button and then click **Change New Employee Default Settings**.
- 3 Enter information in the fields and then click **OK**.



Managing payroll items

After completing the initial Payroll Setup interview, you might need to create a new payroll item for new taxes, employee benefits, or items such as garnishments on an employee's wage, or edit items.

Note: Use this method for creating new items or editing items if there are only one or two items that you need to add or update; otherwise, use the Payroll Setup interview. In addition, some items, such as codes associated with certain state taxes, can only be set up through Payroll Setup.

Adding or editing a payroll item

- 1 Go to the **Employees** menu and then click **Manage Payroll Items**.
- 2 Do one of the following:
 - Click **New Payroll Item** to add a new item.
 - Click **View/Edit Payroll Item List** and double-click a payroll item line to edit a payroll item.
- 3 Go through the **Add new payroll item** or **Edit payroll item** wizard.
- 4 Click **Next** to go to the next screen, and click **Finish** when you're done.

The screenshot shows a window titled "Add new payroll item" with a close button (X) in the top right corner. On the left side, there is a graphic of a checklist with items like "STATE", "FICA", "401K", and "P". The main area is titled "Payroll item type" and contains the instruction "Select the type of payroll item you want to create." Below this is a list of radio button options:

- Compensation (Hourly Wage, Salaried Wage, Bonuses...)
- Insurance Benefits (Health Insurance, Dental Insurance...)
- Retirement Benefits (401K, Simple IRA...)
- Paid Time Off (Sick Time, Vacation Time)
- Other Additions (Reimbursements, Company Contributions...)
- Other Deductions (Garnishments, Union Dues...)
- Custom Setup (includes Federal, State and Other Taxes)

At the bottom of the window, there are five buttons: "Back", "Next" (highlighted in blue), "Finish", "Help", and "Cancel".

Payroll Items

Any component of a paycheck, including salary, taxes, and benefits, is called a payroll item. QuickBooks uses these items to create paychecks, tax payments, and adjustments. When you activate the payroll feature, QuickBooks creates a payroll items list with some standard payroll items, such as hourly pay rates and sick time accrual. You can add, edit, or delete payroll items.

QuickBooks uses payroll items to track individual amounts on paychecks and accumulated year-to-date wage and tax amounts for each employee. Set up payroll items for compensation, taxes, other additions and deductions, and other employer-paid contributions.

Tax Forms and Filings

Paying taxes and other liabilities

You can set up scheduled payments for your payroll taxes and other liabilities, such as health insurance or 401(k), or you can create a custom (unscheduled) payroll tax payment. When you set up scheduled payments for your payroll taxes and liabilities, you can track accrued tax amounts and payment due dates.

Enhanced Payroll customers can also electronically pay federal and select state payroll taxes, directly from QuickBooks using E-File & Pay.¹

Note: Many states require those who pay electronically to also file electronically.

Pay Scheduled Liabilities

✓	SEND BY	STATUS	PAYMENT	METHOD	PERIOD	AMOUNT
	10/14/12 9PM	Upcoming	Federal 941/944	E-pay	10/8-10/...	2,537.67
	10/30/12	Upcoming	ME UI and Schlr Fund	Check	Q3 2012	94.80
2	10/31/12	Upcoming	FL Unemployment Insurance	Check	Q3 2012	162.00
	10/31/12	Upcoming	IL Unemployment Insurance	Check	Q3 2012	253.50
	01/29/13 9PM	Upcoming	Federal 940	E-pay	Q4 2012	20.00
	01/30/13	Upcoming	ME UI and Schlr Fund	Check	Q4 2012	39.50

Total Selected Items: 162.00

Related Payment Activities ▾

Liability Payment - Bank account

Payment 1 of 1

Bank Account: Bank account Ending Balance: 348.65

No. To Print: 1 Date: 10/17/12

Pay to the Order of: Florida U.C. Fund \$ 162.00

One hundred sixty-two and 00/100*** Dollars

Address:

Memo: ????????

Period: 07/01/12 - 06/30/12

Expenses	\$0.00	Payroll Liabilities	\$162.00	<input type="checkbox"/> To be printed
INVENTORY	AMOUNT	MEMO	CLASS	
FL - Unemployment...	162.00			

Payment Summary

Payroll Liability Payment Summary for 10/17/12

Summary: 1 check created (\$162.00)

PAYMENT	PAYEE	PERIOD	AMOUNT	METHOD	STATUS	WITHDRAW ON	CHECK/GB TRACKING #
FL Unemployment Insurance	FL U.C. Fund	Q3 2012	\$162.00	Check	To Be Printed		
Total			\$162.00				

¹ The E-File & Pay feature is available for federal and select state taxes. Please check the web site (payroll.intuit.com/support/PTS/quickList.jsp) for availability for your state. You may need to register with tax agencies to use E-File & Pay. The E-File & Pay feature is not available with Basic Payroll.

Key Terms

To pay your payroll taxes and liabilities:

- 1 Open the **Payroll Center**. Accrued tax amounts are shown in the Pay Scheduled Liabilities section of the Payroll Center along with their due dates and current status.
- 2 Click the column 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 payment details for the first payment in the stack.
- 5 Click **Save & Next** to display the next payment in the check stack.

Note: *With Enhanced Payroll, if the scheduled payment is set up for e-pay, you can submit the payment electronically. To do so, make sure that the e-payment option is selected and click E-Pay. Enter your login details and click Submit. After the e-payment is submitted, print the e-pay confirmation for your records and click Close.*

- 6 After the last liability payment is submitted or created, click **Close**.

A summary window appears. From this window you can print physical checks or print a list of the checks and payments you created.

- 7 Click **Close**.

Setting up a scheduled payment for payroll taxes and liabilities

You can set up scheduled payments when you first set up your payroll in the Payroll Setup interview or when you add or modify taxes or liabilities to your company file.

- 1 Go to the **Payroll Center**.
- 2 In the Pay Scheduled Liabilities section, click the **Related Payment Activities** drop-down arrow, and then click **Edit Payment Due Dates/Methods**.
- 3 Follow the instructions in the interview.

Note: *With Enhanced Payroll, if you set up the scheduled payment for e-pay, you need to set up an e-pay bank account and you may need to enroll in the agency e-pay program. Agency enrollment instructions are available in the interview and on the Payroll Tax Support web site (payroll.intuit.com/support/PTS/) when you select the agency and choose **E-File & Pay Information**.*

Scheduled payments

One or more payroll taxes or other payroll liabilities that are paid together, at the same time, to the same agency are scheduled. For example, you typically pay your federal withholding, Social Security, and Medicare taxes at the same time to the IRS.

E-payments

QuickBooks lets Enhanced Payroll customers e-pay federal and select state payroll taxes directly from QuickBooks. For a list of supported payroll taxes for a federal or state agency, visit the Payroll Tax Support web site (payroll.intuit.com/support/PTS/).

Custom (unscheduled) payroll liability payments

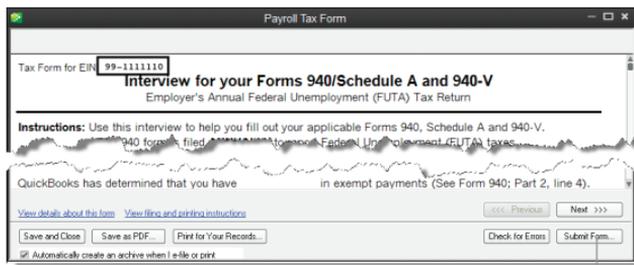
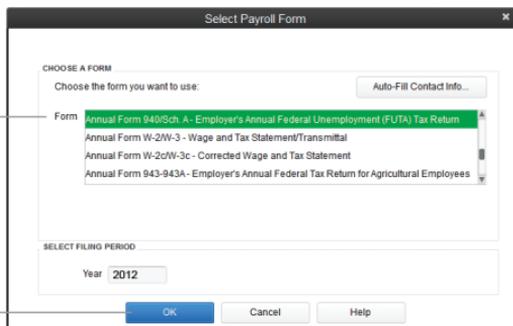
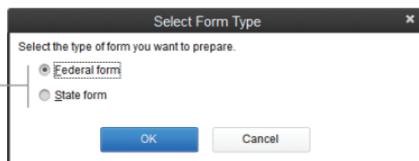
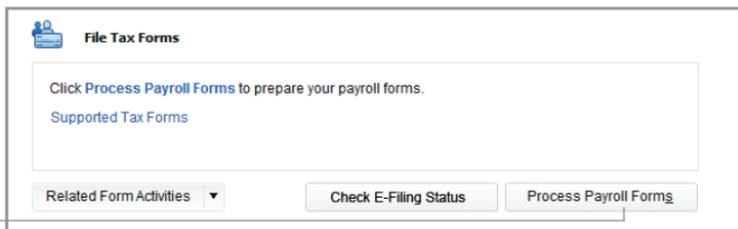
If you have a one-time payroll tax or fee, you may want to create a custom payroll liability payment rather than create a scheduled payment. To do so, go to the **Employees** menu, click **Payroll Taxes and Liabilities**, and then click **Create Custom Liability Payments**.

Filing payroll tax forms

(Requires an Enhanced Payroll subscription)

With an Enhanced Payroll subscription, you can file tax forms from QuickBooks.¹ For information about setting up payroll tax forms for e-file with your Enhanced Payroll subscription, see the sidebar on page 21.

Note: Many states require those who file electronically to also pay electronically.



¹ The E-File & Pay feature is available for federal and select state taxes and forms. Please check the Payroll Tax Support web site (payroll.intuit.com/support/PTS/quickList.jsp) for availability for your state. You may need to register with tax agencies to use E-File & Pay. The E-File & Pay feature is not available with Basic Payroll.

To file your payroll tax forms with Enhanced Payroll:

- 1 Open the **Payroll Center**. In the File Tax Forms section, click **Process Payroll Forms**.
- 2 In the Select Form Type window, select **Federal form** or **State form**.
- 3 In the Select Payroll Form window, select the form you want to prepare and make sure that the period reflects the correct tax period.
- 4 Click **OK**. QuickBooks closes any open windows. Your payroll tax form appears in the Payroll Tax Form window.
- 5 Follow the onscreen instructions. The instructions are dynamic and depend on the type of payroll form you're preparing.
- 6 Review your form details and printing and mailing instructions, and then click **Submit Form** or **Print**.
- 7 In the Submit Form (or Print Form) window, select **print** or **e-file**, if e-file is available.
- 8 Click the **Close** button and then close the Payroll Tax Form window.
- 9 Review the information in the Next Steps window, and then click **OK**.

Setting up payroll tax forms for e-file

(Requires an Enhanced Payroll subscription)

- 1 Open the **Payroll Center**. In the File Tax Forms section, click the **Related Form Activities** drop-down arrow, and then click **Edit Filing Methods**.
- 2 Follow the onscreen instructions.

Note: You may need to enroll in the agency's electronic filing program before you can e-file a form from QuickBooks. Enrollment instructions are available in the interview and on the Payroll Tax Support site (payroll.intuit.com/support/PTS/) when you select the agency and choose **E-File & Pay Information**.

Did You Know?

Supported payroll tax forms

For a list of payroll tax forms you can prepare in QuickBooks, visit the Payroll Tax Support web site (payroll.intuit.com/support/PTS/).

E-file payroll tax forms

Enhanced Payroll customers can e-file many federal and select state payroll tax forms directly from QuickBooks. When you set up supported payroll tax forms for e-file, you can prepare, process, and submit your form, and then check the status of your form. For a list of payroll tax forms you can e-file from QuickBooks, visit the Payroll Tax Support web site (payroll.intuit.com/support/PTS/).

If you e-file your W-2 or W-3 forms, you're required to print copies for your employees, your state, and possibly your local tax agencies.

Employer Resources

Information for new employers

If you're a new employer or thinking of hiring your first employee, here's some information to help you get started. For more information, visit our Guide to Hiring and Paying Employees web site (www.payroll.intuit.com/payroll_resources/).

Classify workers correctly as independent contractors or employees

For payroll tax purposes, workers are generally classified as employees or independent contractors. Whether a worker is an employee or an independent contractor depends on the amount of control the employer has over the worker.

A worker's classification has certain payroll tax implications. For employees you pay payroll taxes (like Social Security), but for contractors you don't have to. A few simple questions can help you determine whether the person you're hiring is an employee (and will need a W-2 tax form) or an independent contractor (and will need a 1099 tax form).

- Will the work be performed on company premises?
- Will the individual work only for you?
- Will you provide tools for your worker to do his or her job?
- Do you control the hours the person works?

If you answered "yes" to any of the questions above, you're probably hiring a W-2 employee and not a 1099 independent contractor. For more detailed information on how to classify a new hire, review the IRS's Publication 15-A (www.irs.gov/pub/irs-pdf/p15a.pdf).

Get your Employer Identification Number

There are a few identification numbers you typically must have as an employer. The government uses these numbers to identify your business and track your payroll taxes. Typically, you need the following three identification numbers: one from the IRS called an Employer Identification Number (EIN), one from your state revenue department, and one from your state employment department. If you don't already have these, you can apply for these identification numbers online by visiting the IRS web site (www.irs.gov).

Some local jurisdictions may also require a business identification number. Consult your local government offices.

Hiring an employee

Here's some other information to help you get started hiring employees:

- Determine how much to pay an employee

Keep in mind the real cost of hiring. Payroll taxes can add 15% or more to the total cost of hiring an employee. Review the information provided on our web site (payroll.intuit.com/payroll_resources/), where we explain what you need to withhold from an employee's paycheck and the taxes you are responsible for as an employer.

- Create a job posting

Before you write the posting, think about what you want the person to do, how much of his or her time you'll need, and what skills are required to do the job. A good job posting is specific and informative.

How do you find the person you're looking for? We provide resources to help you write an effective job posting that will help you find a good employee, and we offer tips on interviewing applicants.

Verify the employee's eligibility to work in the United States

Form I-9 (Employment Eligibility Verification) is used to document your employee's eligibility to work in the United States. This form asks employers to review certain identity documents, like a driver's license, Social Security card, or a U.S. passport. Although you are not required to, it's a good idea to photocopy these documents and keep copies in your files.

U.S. Citizenship and Immigration Services (USCIS) requires all new employees to fill out Form I-9. Although you don't need to send the I-9 forms to any government agency, you'll need to keep a form on file for every current employee in case it's requested. If an employee leaves or is terminated, you'll need to keep a copy of his or her I-9 form on file for three years after the employee's hire date or one year after the employee leaves, whichever is longer. You can find Form I-9 in QuickBooks by choosing **Employee Forms > Federal I-9** from the **Employees** menu.

Use the W-4 form to calculate your employees' paychecks correctly

The IRS requires all new employees to fill out Form W-4, which asks employees to state their marital status and how many tax allowances they will claim. Based on the number of allowances they claim, employers can determine the amount of federal income tax to withhold from employees' paychecks.

All new employees should complete Form W-4 on their start date. Your employees can always give you a revised Form W-4 if there is a change in their tax situation, like getting married or having a child. You must keep a Form W-4 on file for each active employee and keep this document for four years after an employee leaves or is terminated. Generally, employers do not need to send a copy of the W-4 form to the IRS unless notified to do so by the IRS. You can find Form W-4 in QuickBooks by choosing **Employee Forms > Federal W-4** from the **Employees** menu.

Report your new hire to the state

All employers are required to report new hires to the state; some states also require that you report independent contractors. Your state needs to know who you hire in order to aid in the collection of child support and to monitor unemployment compensation, workers' compensation, and other public programs. In most states you can provide a copy of the employee's W-4 form to report the new hire to the state. If you do not report your new hire to the state within the given amount of time, you may face a penalty. Check with your state for specific new hire reporting requirements.

Intuit All-In-One Poster Compliance Service

Let Intuit help you stay in compliance with federal and state labor laws. If you have at least one paid employee, you must display the most current federal and state labor law posters at all company locations and in job applicant areas. These postings include minimum wage guidelines, overtime standards, OSHA regulations, and many others. Failure to display these posters puts your business at risk for government fines.

With an average of 75 labor law changes a year, it's hard to stay compliant.¹ Fortunately, you can enjoy worry-free labor law compliance with Intuit All-In-One Poster Compliance Service. There is no easier way to keep your business in posting compliance with labor laws. Sign up for Intuit All-In-One Poster Compliance Service and get 20% off plus free shipping. Visit www.intuitmarket.com/getstartedcompliance or call 866.820.6381 and mention offer code C82002.²

¹ Employee Posting Laws: How Noncompliance Increases Your Company's Exposure in Employment Litigation. ©G. Neil 2011

² Offer applies to purchases of Intuit All-In-One Poster Compliance Service only and cannot be combined with other offers or promotions. Offer expires on May 15, 2013. Free shipping is for standard ground shipping in the contiguous United States.

Workers' compensation

Workers' compensation insurance is required by law in most states. Without adequate workers' compensation insurance, an employer is at risk and may be held liable for an employee who is injured on the job. In addition, many states impose strict fines and penalties for employers who are cited for not having the required insurance. (Learn more about what is required in your state from the U.S. Small Business Administration web site, www.sba.gov/content/workers-compensation.)

Intuit's Pay-as-you-go Workers' Comp

We can help protect your business and improve cash flow with our pay-as-you-go workers' compensation service.

Why use pay-as-you-go service?

It's the best option for small businesses:

- Helps improve cash flow by eliminating a large down payment
- Automatically calculates the premium based on your actual payroll data
- Minimizes the potential year-end audit process

Who handles your insurance?

Intuit Insurance Services works with the best in the industry to provide you with the most competitive prices and white-glove service.¹ Whether you're just getting started with workers' compensation or are interested in moving to a "pay-as-you-go" solution, we make it easy.

Request a free quote

Talk to a representative and get a free quote. Visit us at payroll.intuit.com/workerscomp/.

¹ The information is provided to you by Intuit Insurance Services, Inc. (License # 0H27264), a licensed insurance agency and an affiliate of Intuit Inc.

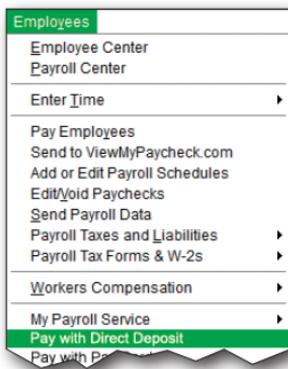
Direct Deposit

Enjoy the convenience and flexibility that direct deposit offers:

- Deposit employees' paychecks to their bank accounts.
- Pay one, some, or all of your workers (W-2s and 1099s).
- Easily schedule direct deposit payments up to 45 days in advance or just 2 days prior to payday.
- No minimum or monthly fees. Direct deposit to an employee's or vendor's bank account is just \$1.45 per check.

To turn on Direct Deposit service

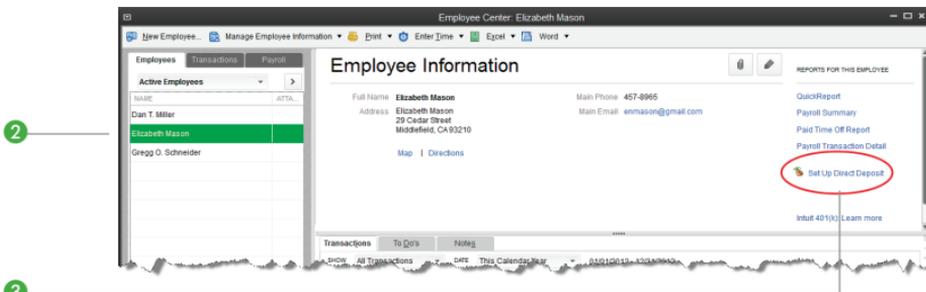
- Call an Intuit QuickBooks Payroll specialist at 866.293.2006.
or
- Choose **Employees > Pay with Direct Deposit** from QuickBooks.



Once you have successfully turned on the Direct Deposit service, you can set up the employees or 1099 vendors you want to pay by direct deposit.

To set up direct deposit to a bank account for an employee

- 1 Go to the **Employees** menu and click **Employee Center**.
- 2 Select the employee you want to pay by direct deposit from the list on the left.
- 3 Click **Set Up Direct Deposit**.
- 4 Check the box to use direct deposit for the employee, and provide the employee's bank account information.



To set up direct deposit payments for a 1099 vendor

- 1 Go to the **Vendors** menu and click **Vendor Center**.
- 2 Select the 1099 vendor you want to pay by direct deposit from the list on the left.
- 3 Click **Set Up Direct Deposit**.
- 4 Provide the vendor's bank account information.



Intuit QuickBooks Payroll Support

Get the Help You Need

Support

See **step-by-step instructions** for payroll tasks in the Help Menu in QuickBooks

Get **fast answers** to common questions at www.payroll.com/support

Learn to **do common tasks** by watching interactive videos

Connect with **other users and experts** at www.quickbooksgroup.com/payroll

Do **year-end tasks** at www.payroll.com/yearend

Live Expert Support

For **free support from payroll experts** go to www.payroll.intuit.com/support/contact

A **local Certified QuickBooks ProAdvisor**[®] can set up QuickBooks for your business (fees apply). Find a ProAdvisor at www.findaproadvisor.com/payroll