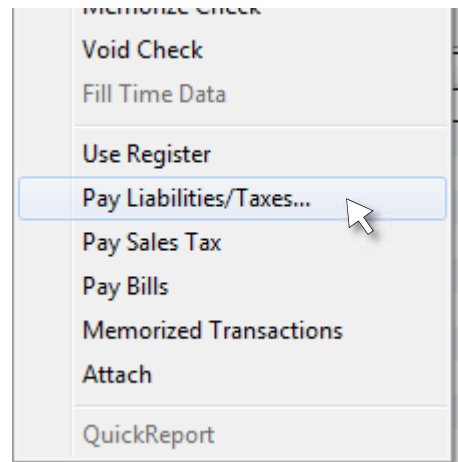
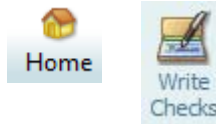




# Jordan Hatfield<sub>LLC</sub>

## Payroll Liabilities: Form 941 – Monthly Payments

- Go to the Home page
- Click: Write Checks
- Right Click: anywhere on the check
- Click: Pay Liabilities/Taxes...
- Dates: Last Month
- Click: Ok
- Change Check Date to the 15th of the current month
- Check-mark the following: Federal Withholding, Medicare Company, Medicare Employee, Social Security Company, Social Security Employee.
- Click: Create
- Check Number: EFTPS
- Click: Save & Close



**Pay Liabilities**

To be printed

Bank Account:

Check Date:

Review liability check to enter expenses/penalties  
 Create liability check without reviewing

Buttons: Create, Cancel, Payroll Liabilities Report, Help

Show Payroll Liabilities

Dates:  From  Through

Sort By:

<input checked="" type="checkbox"/>	Payroll Item	Payable To	Balance	Amt. To Pay
<input type="checkbox"/>	L&I - Co. Exterior	Dept. of Labor and Industries	407.13	0.00
<input type="checkbox"/>	L&I - Co. Interior	Dept. of Labor and Industries	49.90	0.00
<input type="checkbox"/>	L&I - EE. Exterior	Dept. of Labor and Industries	88.53	0.00
<input type="checkbox"/>	L&I - EE. Interior	Dept. of Labor and Industries	11.08	0.00
<input type="checkbox"/>	WA - Employment Admin. Fund	Employment Security	0.67	0.00
<input type="checkbox"/>	WA - Unemployment Company	Employment Security	192.81	0.00
<input type="checkbox"/>	Federal Unemployment	US Treasury	15.22	0.00
<input checked="" type="checkbox"/>	Federal Withholding	US Treasury	191.60	0.00
<input checked="" type="checkbox"/>	Medicare Company	US Treasury	59.47	0.00
<input checked="" type="checkbox"/>	Medicare Employee	US Treasury	59.47	0.00
<input checked="" type="checkbox"/>	Social Security Company	US Treasury	254.28	0.00
<input checked="" type="checkbox"/>	Social Security Employee	US Treasury	172.25	0.00
			1,502.41	0.00

Hide zero balances      Ending Bank Balance: