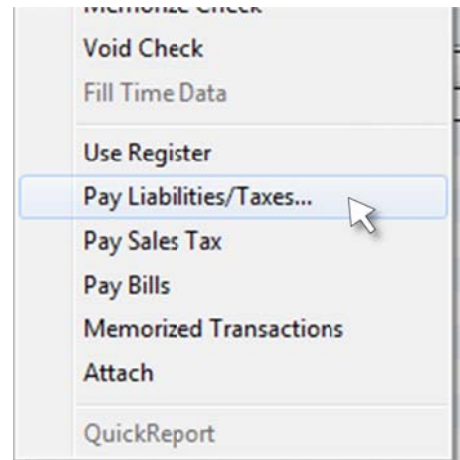
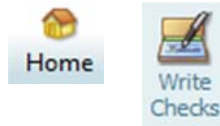




# JordanHatfield<sub>LLC</sub>

## Payroll Liabilities: Form 941 – With Each Payroll

- Go to the Home page
- Click: Write Checks
- Right Click: anywhere on the check
- Click: Pay Liabilities/Taxes...
- Dates: Pay date of the payroll
- Click: Ok
- Change Check Date to when funds will be withdrawn
- 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:

| ✓ | Payroll Item                | Payable To                    | Balance  | Amt. To Pay |
|---|-----------------------------|-------------------------------|----------|-------------|
|   | L&I - Co. Exterior          | Dept. of Labor and Industries | 407.13   | 0.00        |
|   | L&I - Co. Interior          | Dept. of Labor and Industries | 49.90    | 0.00        |
|   | L&I - EE. Exterior          | Dept. of Labor and Industries | 88.53    | 0.00        |
|   | L&I - EE. Interior          | Dept. of Labor and Industries | 11.08    | 0.00        |
|   | WA - Employment Admin. Fund | Employment Security           | 0.67     | 0.00        |
|   | WA - Unemployment Company   | Employment Security           | 192.81   | 0.00        |
|   | Federal Unemployment        | JS Treasury                   | 15.22    | 0.00        |
| ✓ | Federal Withholding         | JS Treasury                   | 191.60   | 0.00        |
| ✓ | Medicare Company            | JS Treasury                   | 59.47    | 0.00        |
| ✓ | Medicare Employee           | JS Treasury                   | 59.47    | 0.00        |
| ✓ | Social Security Company     | JS Treasury                   | 254.28   | 0.00        |
| ✓ | Social Security Employee    | JS Treasury                   | 172.25   | 0.00        |
|   |                             |                               | 1,502.41 | 0.00        |

Hide zero balances      Ending Bank Balance: 0.00