

# Forms 941 and 944

**Before you process the 941 Quarterly Form or the 944 Annual Form make sure and there are no mistakes in your payroll records, such as duplicate entries or missing entries, ect.....**

**This will eliminate the need for doing a corrected form at a later date. The totaled 941 amounts from all 4 quarters must match the totaled amounts on your W3.**

Form 941 is a quarterly reporting form  
Form 944 is the annual reporting form

The IRS will tell you what form you should file.

## Employees – Payroll Center

The screenshot displays the Intuit QuickBooks Enterprise Solutions Nonprofit 15.0 interface. The top navigation bar includes 'Church / Mission - Intuit QuickBooks Enterprise Solutions: Nonprofit 15.0 - [Home]'. Below this, a menu bar lists 'File', 'Edit', 'View', 'Lists', 'Favorites', 'Nonprofit', 'Company', 'Customers', 'Vendors', 'Employees', 'Banking', 'Reports', 'Window', and 'Help'. The 'Employees' menu is open, showing a list of options: 'Employee Center', 'Payroll Center', 'Pay Employees', 'Add or Edit Payroll Schedules', 'Edit/void Paychecks', 'Employee Forms', 'Payroll Taxes and Liabilities', 'Payroll Tax Forms & W-2s', 'Labor Law Posters', 'Workers Compensation', 'My Payroll Service', 'Pay with Direct Deposit', 'Payroll Setup', 'Manage Payroll Cloud Services', 'Manage Payroll Items', 'Get Payroll Updates', and 'Order W-2s & Tax Forms Payments'. The 'Payroll Center' option is circled in red. The main workspace is divided into several sections: 'VENDORS' with 'Enter Bills', 'CUSTOMERS/DONORS' with 'Accept Credit Cards', 'EMPLOYEES' with 'Payroll Center', 'Pay Employees', 'Pay Liabilities', 'Process Payroll Forms', and 'HR Essentials and Insurance', 'COMPANY' with 'Chart of Accounts', 'Items & Services', 'Order Checks & Tax Forms', and 'Calendar', and 'BANKING' with 'Record Deposits', 'Reconcile', 'Write Checks', and 'Check Register'. Other icons include 'Sales Orders', 'Create Invoices', 'Statement Charges', 'Statements', 'Refunds & Credits', and 'Print Checks'.

# File Forms Tab

## Quarterly Form 941/Schedule B - Employer's Quarterly Federal Tax Return.

Double click on line or click create form button.

Church / Mission - Intuit QuickBooks Enterprise Solutions, Nonprofit 15.0 - [Employee Center, Payroll Center (QuickBooks Enhanced Payroll for unlimited e...]

File Edit View Lists Favorites Nonprofit Company Customers Vendors Employees Banking Reports Window Help

My Payroll Service Payroll Updates Payroll Items Hiring Forms Payroll Setup Preferences Support Help

Pay Employees Pay Liabilities **File Forms**

### File Forms

FORM	FEDERAL/STATE	FILING PERIOD
Quarterly Form 941/Sch. B (For Reporting Agents) - Employer's Quarter...	Federal	Quarterly
Quarterly Form 941/Sch. B - Employer's Quarterly Federal Tax Return	Federal	Quarterly
Quarterly Form 941-X - Adjusted Employer's Quarterly Federal Tax Retu...	Federal	Quarterly
Annual Form 940/Sch. A (For Reporting Agents) - Employer's Annual Fe...	Federal	Annually

Forms Create Form

### Filing History

Saved Filings E-Filings

PERIOD END DATE	FORM	SAVED PDF
12/31/2014	Annual Form W-2/W-3 - Wage and T...	20141231_W2INTRV1.pdf
12/31/2013	Annual Form W-2/W-3 - Wage and T...	20131231_W2INTRV1.pdf
03/31/2012	Quarterly Form 941/Sch. B - Employ...	20120331_INWK941.pdf

#### Quick Guides

- Payroll Tax Forms
- Electronic Filing
- W-2 Filing

#### Other Activities

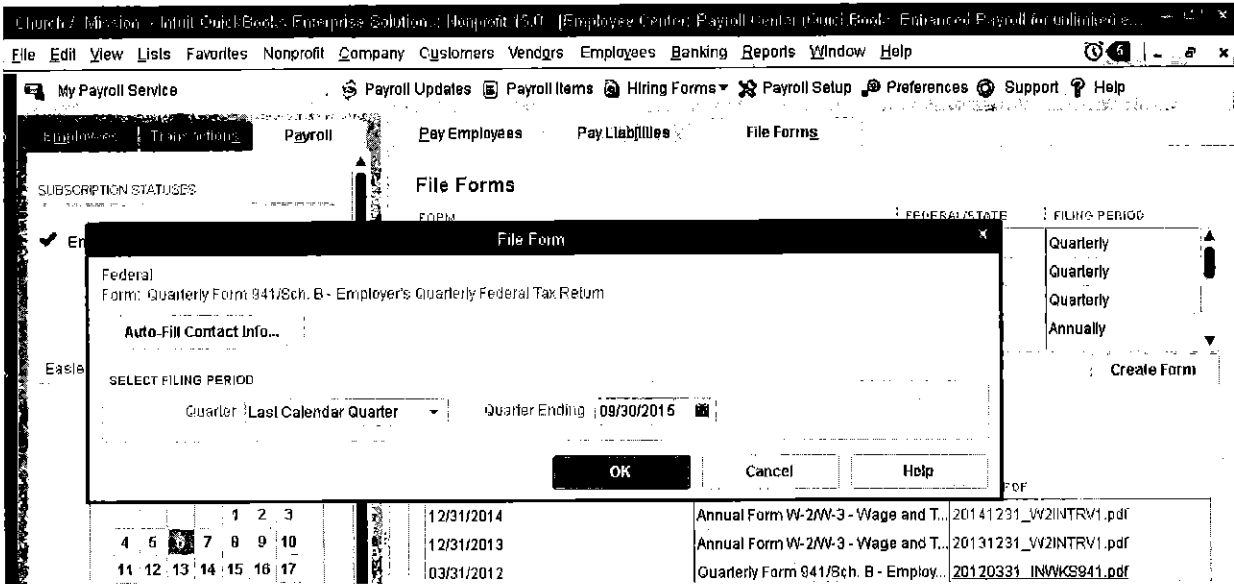
- Manage Filing Methods
- E-File State W-2
- Change Filing Method
- E-File State SUI

#### Reports

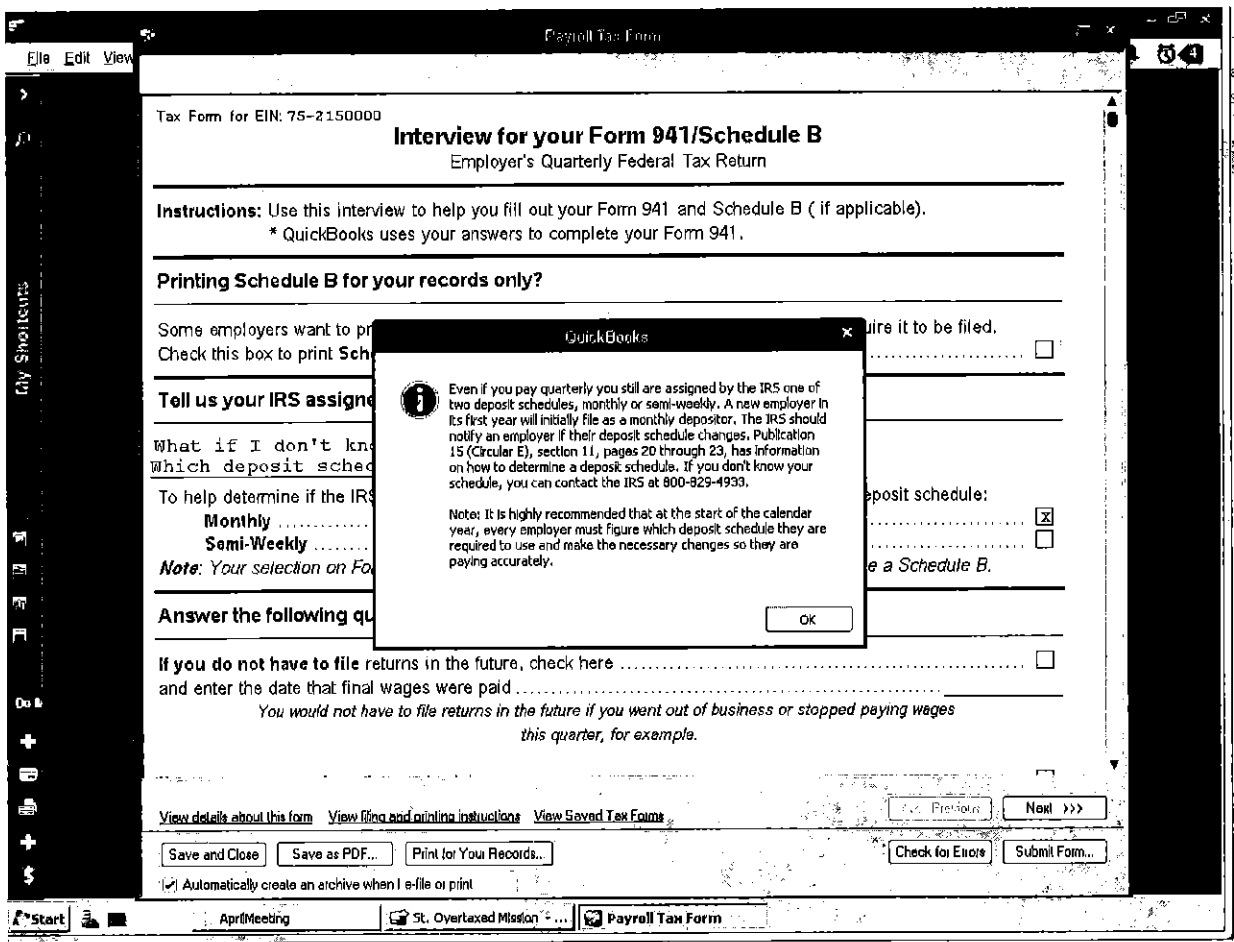
- Tax Form Worksheets
- Local Tax Summary
- Report Center...

#### Supplies & Services

- Order 1099-MISC Forms
- Order W-2 Forms



Click OK if correct quarter is shown, change quarter if needed.



Check to make sure you are filling out the correct quarter and that the number of employees is correct. If you need to correct the number of employees right click on that box and choose override, you will then be able to edit the number. After reviewing all pages you can hit the check for errors button to see if there are any errors.

Payroll Tax Form

Form <b>941</b>	<b>Employer's Quarterly Federal Tax Return</b>	<b>2015</b>
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**Name (not your trade name)**  
 **Employer Identification No. (EIN)**  
75-2150000

**Trade Name (if any)**

**Address**

**City**  **State**  **ZIP Code**

**Foreign Country Name**  **Foreign Province/County**  **Foreign Postal Code**

**Report for this Quarter of 2015 (Check one)**

1 January, February, March .....

2 April, May, June .....

3 July, August, September .....

4 October, November, December .....

**Part 1 – Answer These Questions For This Quarter**

1 <b>Number of employees who received wages, tips, or other compensation for the pay period including March 12 (Quarter 1), June 12 (Quarter 2), September 12 (Quarter 3), December 12 (Quarter 4)</b> .....	1	3
2 <b>Wages, tips, and other compensation</b> .....	2	14,016.00
3 <b>Federal income tax withheld from wages, tips, and other compensation</b> .....	3	588.00

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Payroll Tax Form

File Edit View

There are no errors in your form. Print Close Errors

address address

City	State	ZIP Code
city	TX	75701

Report for this Quarter of 2013 (Check one)

1 January, February, March .....

2 April, May, June .....

3 July, August, September .....

4 October, November, December .....

Part 1 – Answer These Questions For This Quarter

1	Number of employees who received wages, tips, or other compensation for the pay period including March 12 (Quarter 1), June 12 (Quarter 2), September 12 (Quarter 3), December 12 (Quarter 4) .....	1	<input type="text" value="2"/>
2	Wages, tips, and other compensation .....	2	10,750.02
3	Income tax withheld from wages, tips, and other compensation .....	3	606.00
4	If no wages, tips, and other compensation are subject to social security or Medicare tax, check here and go to line 6 <input type="checkbox"/>		
5	Taxable social security .....	Column 1	Column 2

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Save and Close Save as PDF... Print for Your Records... Check for Errors Submit Form...

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Start AprilMeeting St. Overtaxed Mission Payroll Tax Form

If no errors you can print for your records, print 2 copies, one for your files and one to mail. Don't forget to have the form signed before mailing and include liability check if payroll taxes are due. Save and Close.