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## Preparing Payroll Forms Manually For Basic A Subscribers

### Who will use this procedure.

Counties who selected the **BASIC A payroll tax subscription plan**. The Basic A plan allows you to download taxes. QuickBooks will calculate all federal and state taxes. However, federal and state forms will not be provided and must be prepared manually by the Bookkeeper.

### Tax Forms

Contact the IRS, your state, and local tax agencies, to get the most recent payroll tax forms.

**W2 forms** may be ordered online and mailed to the office.

<http://www.irs.gov/businesses/page/0,,id=23108,00.html>

#### 941 Form

This form may be typed online and then saved to your computer. The 941 form should be signed by the County Program Director or a Council Officer.

<http://www.irs.gov/pub/irs-pdf/f941.pdf>

#### 941 Instructions

<http://www.irs.gov/pub/irs-pdf/i941.pdf>

#### Missouri Department of Revenue main page

<http://dor.mo.gov/tax/business/withhold/>

#### For Missouri Tax Withholding form, go to

<http://dor.mo.gov/tax/business/withhold/forms/2008/>

At this location, you can select the appropriate quarterly form for Withholding tax. The quarterly Withholding Tax form can be typed online and saved to your computer. However, this form usually is sent to the extension office.

#### For Missouri Unemployment Tax form, go to

<http://www.dolir.mo.gov/es/ui-tax/dwnloadfrm.html>

the extension office.

However, this form usually is sent to

### Online Payments

Since the online payment replaces a liability check, the online document must be signed by a Council Officer and the County Program Director.

#### For instructions regarding Online payment of Missouri Withholding Tax and Unemployment tax, go to

[http://extension.missouri.edu/acctmanual/Payroll/State\\_Taxes\\_Online.pdf](http://extension.missouri.edu/acctmanual/Payroll/State_Taxes_Online.pdf)

#### For instructions about Online payment of Federal taxes, go to

[http://extension.missouri.edu/acctmanual/Payroll/Federal\\_Tax\\_Online.pdf](http://extension.missouri.edu/acctmanual/Payroll/Federal_Tax_Online.pdf)

## Generate Data for Federal and State Tax forms

Generate QuickBooks data for Federal forms 941, 944, and W2/W3, and the State Withholding and Unemployment Quarterly forms. **Basic A or Non-payroll Subscribers** can export payroll data to an Excel spreadsheet and then enter the data on the above-mentioned federal and state forms, either online or manually-typed forms.

## Formulas for Taxable Wages and Social Security/Medicare Wages

### Social Security/Medicare Wages ( lines 5a and 5c - 941 form)

Gross salary  
Less: Pre-Tax Medical, Dental, Vision withholding

### Taxable Wages (Line 2 – 941 form)

Gross salary  
Less: Pre-Tax Medical, Dental, Vision withholding  
Less: Pre-Tax PEBSICO (Nationwide) Retirement withholding

## Perform a Payroll update

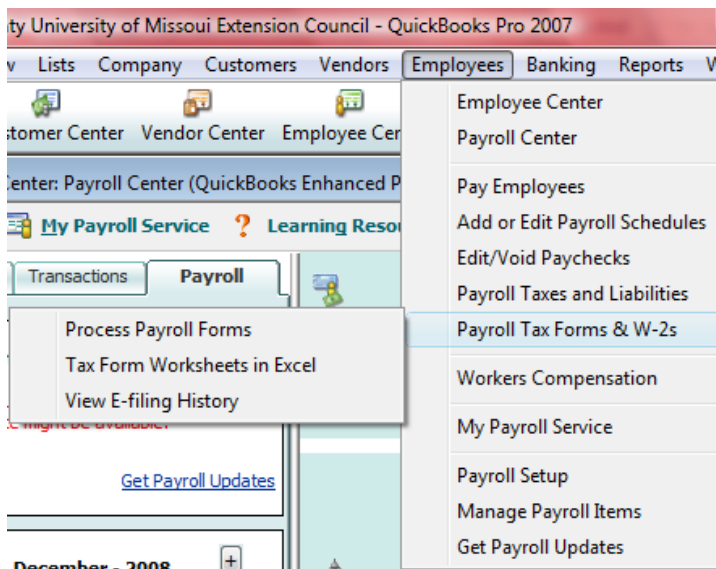
Be certain you have the most recent payroll update.

- Select **Employees** from the menu bar.
- Select **Get Payroll Updates**.
- Select **Download only changes and additions....**
- Click **Update button**

## Export Data to Excel

For each federal or state report, start with **Reports** on the menu bar and **Enable Contents** in the Excel application. See following procedures.

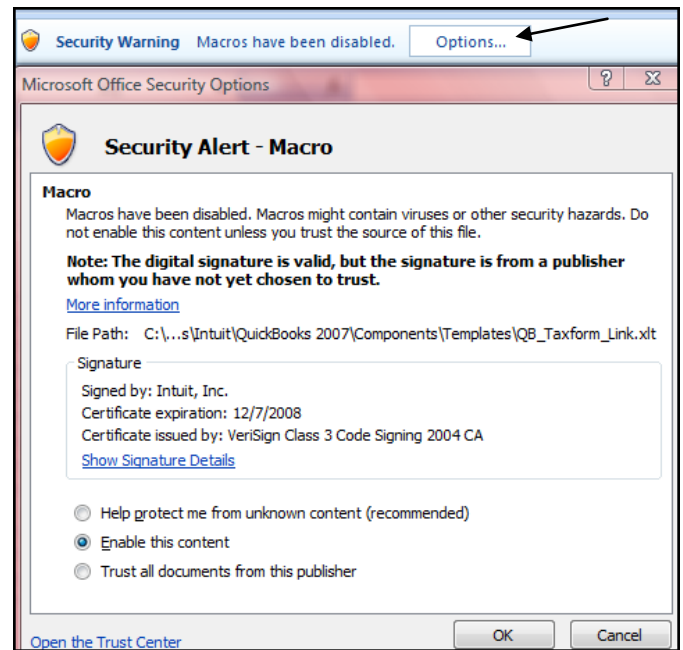
- Select **Employees** from the menu bar
- Select **Payroll Tax Forms & W2s**
- Select **Tax Form Worksheets in Excel**.



If Macros have been disabled in your Excel application, a **Security Warning message will display**

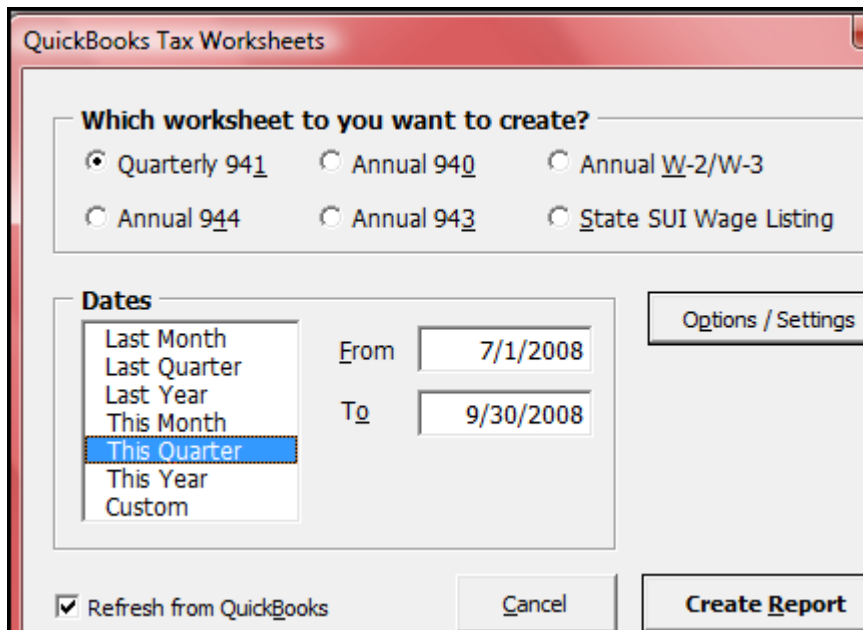
- Select **Options button**.
- In the Security Alert-Macro window, select **Enable this Content**.
- Click **OK**.

**This will enable the macro only for this session.**



Next, select the worksheet and the date period.

Click the **Create Report** button.



# Report Verification for 941 Form

Tax form Lines are identified.

<b>941 Summary</b>				
<b>Wages, Tips, and other Compensation</b>				
<i>Payroll Category</i>	<i>Item Type</i>	<i>Tax Tracking Type</i>	<i>Amount</i>	
SALARY - HOURLY	Hourly salary	Compensation	60.00	
SALARY - MONTHLY	Salary	Compensation	5,946.27	
Retirement PEBSCO Withholding	Deduction	457	-60.00	
MCHCP PreTax Dental	Deduction	Premium Only Plan	-214.08	
MCHCP PreTax Medical Deduction	Deduction	Premium Only Plan	-271.62	
			<b>Line 2 - Taxable Wages→</b>	5,460.57
<i>Federal Tax Withholding</i>	<i>Subject Income</i>	<i>Taxed Wages</i>	<i>Tax</i>	
Federal Withholding	5,460.57		<b>Line 3 - Federal Withholding→</b>	0.00
<i>Social Security &amp; Medicare</i>	<i>Subject Income</i>	<i>Taxed Wages</i>	<i>Tax Rate</i>	<i>Tax</i>
Social Security	5,520.57	5,520.57	0.124	684.55
Medicare	5,520.57	5,520.57	0.029	160.10
				844.65
<b>Total Tax (Calculated)</b>	<b>Lines 5a and 5c-Taxable SS/Medicare Wages</b>		<b>Line 6 - Total Taxes→</b>	844.65
<i>Advance Earned Income Credit</i>	<i>Subject Income</i>	<i>Taxed Wages</i>	<i>Tax Credit</i>	
				0.00
<b>Total Tax After AEIC (Calculated)</b>				844.65
<b>Daily Wage Summary</b>				
<i>Item</i>	<i>Date</i>	<i>Subject Income</i>	<i>Taxed Wages</i>	<i>Tax</i>
Federal Withholding	7/31/2008	1,800.19	1,800.19	0.00
Social Security Company	7/31/2008	1,820.19	1,820.19	112.86
Social Security Employee	7/31/2008	1,820.19	1,820.19	112.86
Medicare Company	7/31/2008	1,820.19	1,820.19	26.39
Medicare Employee	7/31/2008	1,820.19	1,820.19	26.39
				278.50
<b>Monthly Total - July</b>				278.50
Federal Withholding	8/27/2008	1,860.19	1,860.19	0.00
Social Security Company	8/27/2008	1,880.19	1,880.19	116.57
Social Security Employee	8/27/2008	1,880.19	1,880.19	116.57
Medicare Company	8/27/2008	1,880.19	1,880.19	27.26
Medicare Employee	8/27/2008	1,880.19	1,880.19	27.26
				287.66
<b>Monthly Total - August</b>				287.66
Federal Withholding	9/30/2008	1,800.19	1,800.19	0.00
Social Security Company	9/30/2008	1,820.19	1,820.19	112.85
Social Security Employee	9/30/2008	1,820.19	1,820.19	112.85
Medicare Company	9/30/2008	1,820.19	1,820.19	26.39
Medicare Employee	9/30/2008	1,820.19	1,820.19	26.39
				278.48
<b>Monthly Total - September</b>				278.48
<b>Total Tax - Actual</b>			<b>Line 11 - Total Deposits for Quarter→</b>	844.64

# Report Verification for W2 and W3 Forms

## Annual W-2 Summary

### W3 Summary

3 Employees

### Compensation

<i>Payroll Category</i>	<i>Item Type</i>	<i>Tax Tracking Type</i>	<i>Amount</i>
SALARY - HOURLY	Hourly salary	Compensation	784.00
SALARY - MONTHLY	Salary	Compensation	17,878.05
Retirement PEBSCO Withholding	Deduction	457	-180.00
MCHCP PreTax Dental	Deduction	Premium Only Plan	-642.24
MCHCP PreTax Medical Deduction	Deduction	Premium Only Plan	-814.86
<b>Total Box 1</b>			17,024.95

### Federal Taxes

<i>Tax</i>	<i>Subject Income</i>	<i>Taxed Wages</i>	<i>Tax</i>
Federal Withholding	17,024.95	17,024.95	1.00
Social Security	17,204.95	17,204.95	1,066.71
Social Security Tips	0.00	0.00	
Medicare Employee	17,204.95	17,204.95	249.47

### State Taxes

<i>Tax</i>	<i>Subject Income</i>	<i>Taxed Wages</i>	<i>Tax</i>
MO - State Withholding	17,024.95	17,024.95	344.00

### Box 12

<i>Item</i>	<i>Tax Tracking Type</i>	<i>Code</i>	<i>Amount</i>
Retirement PEBSCO Withholding	457	<b>G</b>	180.00

### Betty E Boop

123-45-6789

100 This Street  
Safe City, MO 61111

### Compensation

<i>Payroll Category</i>	<i>Item Type</i>	<i>Tax Tracking Type</i>	<i>Amount</i>
SALARY - MONTHLY	Salary	Compensation	17,878.05
Retirement PEBSCO Withholding	Deduction	457	-180.00
MCHCP PreTax Dental	Deduction	Premium Only Plan	-642.24
MCHCP PreTax Medical Deduction	Deduction	Premium Only Plan	-814.86
<b>Total Box 1</b>			16,240.95

### Federal Taxes

<i>Tax</i>	<i>Subject Income</i>	<i>Taxed Wages</i>	<i>Tax</i>
Federal Withholding	16,240.95	16,240.95	1.00
Social Security	16,420.95	16,420.95	1,018.10
Social Security Tips	0.00	0.00	
Medicare Employee	16,420.95	16,420.95	238.10

### State Taxes

<i>Tax</i>	<i>Subject Income</i>	<i>Taxed Wages</i>	<i>Tax</i>
MO - State Withholding	16,240.95	16,240.95	344.00

### Box 12

<i>Item</i>	<i>Tax Tracking Type</i>	<i>Code</i>	<i>Amount</i>
Retirement PEBSCO Withholding	457	<b>G</b>	180.00

**Only 1  
employee  
W2 is  
shown  
here.**

# Report Verification for Quarterly State Withholding and Unemployment Tax forms

State Wage List										
State	State Tax	Tax Type					ISTT	Wagebase	Tax	
MO	MO - Withholding	State Withholding					5,460.57	5,460.57	114.00	
MO	MO - Unemployment Company	SUI Company					5,520.57	1,099.62	0.00	
								114.00		
MO - Withholding										
SSN	Last Name	First Name	Street1	Street2	City	State	ZIP	ISTT	Wagebase	Tax
123-45-6789	Boop	Betty	100 This Street		Safe City	MO	61111	5,400.57	5,400.57	114.00
987-65-4321	Wonderland	Alice	999 That Street		Oz City	MO	60000	60.00	60.00	0.00
								5,460.57	5,460.57	114.00
MO - Unemployment Company										
SSN	Last Name	First Name	Street1	Street2	City	State	ZIP	ISTT	Wagebase	Tax
123-45-6789	Boop	Betty	100 This Street		Safe City	MO	61111	5,460.57	1,039.62	0.00
987-65-4321	Wonderland	Alice	999 That Street		Oz City	MO	60000	60.00	60.00	0.00
								5,520.57	1,099.62	0.00

For assistance, contact your Regional Trainer or QuickBooks Administrator.