

Changing Company Information

Company Information must be entered by the Administrator. Contact your QB Administrator.

1. With QuickBooks Started, click **Company** on the Menu Bar and click **Company Information**.
2. Fill in the information for the Extension Center including the Company Identification number.
3. Click **OK**.



The 'Company Information' dialog box is shown with the following fields and values:

- Company Name: County Outreach & Extension Center
- Address: 22 Heinkel, Columbia, MO 65211-1315
- Country: US
- Legal Name: County Outreach & Extension Center
- Legal Address: 22 Heinkel
- City/State/Zip: Columbia, MO, 65211
- Legal Country: US
- First month in your fiscal year: January
- First month in your income tax year: January
- Income Tax Form Used: Form 990 (Exempt Organization)
- Company Identification: Federal ID: 12-1234567

Buttons on the right side include: OK, Cancel, Help, Payroll Service..., and Ship To Address...