

EXTENSION Change Company Information

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

- 1. With QuickBooks Started, click Company on the Menu Bar and click Company Information.
- Company Customers Vendors Employees 2. Fill in the information for the Extension Center including the Company Identification number. Company Center Company Information... 3. Click OK. Set Up Users... Change Your Password... Set Up Budgets To Do List Reminders Company Information Chart of Accounts Ctrl+A Contact Information Company Name All-American County Extension Council Make Journal Entry Cancel Phone # 314 516-0000 Courthouse, 4th Floor Write Letters... 1 Anywhere St. Fax # Help BestTown, MO 66666 Print Mailing Labels... E-mail horvathm@missouri.edu Postage Service Web Site http://extension.missouri.edu/ Country US Attach... Synchronize Contacts Legal Information (Appears on payroll tax forms) Company Identification Federal Employer Identification No. (EIN is required for Payroll)

 42-1234567 Legal Name ALL-AMERICAN COUNTY EXTEN... **Decision Tools** QuickBooks Products & Services Legal Address COURTHOUSE, 4TH FLOOR Social Security Numbe 1 ANYWHERE ST. (SSN is used on 1099's if no EIN is entered) My Company Web Site City/State/ZIP BESTTOWN MO ▼ 66666 Legal Country US Payroll Tax Form Information Contact Report Information (Name of person preparing and signing payroll tax form First month in your: Title

Auto-Fill Contact Info...

Fiscal Year January

Income Tax Form Used Form 990 (Exempt Organization)

Tax Year January

Phone #