

## Change 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**.



Company Information

Contact Information

Company Name: All-American County Extension Council

Address: Courthouse, 4th Floor  
 1 Anywhere St.  
 BestTown, MO 66666

Phone #: 314 516-0000

Fax #:

E-mail: horvathm@missouri.edu

Country: US

Web Site: http://extension.missouri.edu/

Legal Information (Appears on payroll tax forms)

Legal Name: ALL-AMERICAN COUNTY EXTEN...

Legal Address: COURTHOUSE, 4TH FLOOR  
 1 ANYWHERE ST.

City/State/ZIP: BESTTOWN MO 66666

Legal Country: US

Company Identification

Federal Employer Identification No. (EIN is required for Payroll): 42-1234567

Social Security Number (SSN is used on 1099's if no EIN is entered):

Payroll Tax Form Information

Contact: (Name of person preparing and signing payroll tax forms)

Title:

Phone #:

Report Information

First month in your:

Fiscal Year: January Tax Year: January

Income Tax Form Used: Form 990 (Exempt Organization)

Buttons: OK, Cancel, Help, Ship To Address..., Attach..., Auto-Fill Contact Info...