

# Monthly Checklist

- **941** \_\_\_\_\_
  - Deposit is due by the 15<sup>th</sup> day of the following month.
  - Always pay by the 10<sup>th</sup> of the month.
  - [www.eftps.gov](http://www.eftps.gov)
  
- **PA-501** \_\_\_\_\_
  - Deposit is due by the 15<sup>th</sup> day of the following month.
  - Always pay by the 10<sup>th</sup> of the month.
  - [www.etides.state.pa.us](http://www.etides.state.pa.us)

**\*\*NOTE: When making the payments, have Quickbooks open\*\***

- 1. Check to make sure there is enough money in the account**
- 2. Process "Payroll Liabilities"**
  - a. Employees**
  - b. Pay Liabilities**
  - c. Select which taxes are being paid**
    - i. Change:**
      - 1. Check # to EFT (because these are paid online)**
      - 2. Date**
      - 3. Uncheck "To Be Printed"**