

# Quarterly Checklist

**\*\*NOTE: REMEMBER TO REMOVE LIABILITIES FROM QUICKBOOKS AS YOU GO\*\***

- **940** \_\_\_\_\_
  - **\*\*NOTE: IF UNDER \$500.00 FOR ANY QUARTER, ROLL OVER TO NEXT QUARTER. IF IT CONTINUES TO BE LESS THAN \$500.00, PAY AT END OF YEAR.\*\***
    - Deposit is due the last day of the month after the quarter closes.
    - [www.eftps.gov](http://www.eftps.gov)
  
- **941** \_\_\_\_\_
  - Fill out Form 941 (In QBKS From 941/Sch B (For Reporting Agents))
  - Mail to:
    - **Without Payment:** Department of the Treasury, Internal Revenue Service, Cincinnati, OH 45999-0005
    - **With Payment:** Internal Revenue Service, PO Box 804522, Cincinnati, OH 45280-4522
  
- **PA-W3** \_\_\_\_\_
  - [www.etides.state.pa.us](http://www.etides.state.pa.us)
  - File PA-W3
  
- **PA UC** \_\_\_\_\_
  - <https://www.paucemployers.state.pa.us>
    - Go to Quarterly Reporting
      - File Quarterly Report
      - File Online
      - Follow the onscreen directions and fill out the form
      - File the report
      - Click on 'Make a Payment'
  
- **Berkheimer: Employer Withholding** \_\_\_\_\_
  - [www.berk-e.com](http://www.berk-e.com)
  - File Local Earned Income Tax Withholding Form and remit payment.
    - Tax rate 1%
    - <http://www.berk-e.com/efile/default-e1.html>
  
- **LST** \_\_\_\_\_