MU University of Missouri Extension   *County Accounting Manual*

Federal Tax Forms

Forms: 941 Quarterly or 944 Annual Form   *   W2 and W3 forms   *   1099 form

If your office is enrolled in the **Basic A Payroll Plan**, you will be able to download federal and state tax tables and calculate taxes in the paycheck screen.   Federal forms 941, 944, W2, and W3 forms must be prepared manually.

If you office is enrolled in the **Standard, Enhanced A or B Payroll Plan**, you will be able to download federal and state tax tables, calculate taxes in paycheck screen, and print 941 quarterly form or 944 annual form, and the W2 and W3 forms.

Payroll Update
Before you can review or print federal tax forms, be sure you have performed the latest QuickBooks (QB) Payroll Update. This is a separate update process from the general QB software update. To perform the Payroll update:
* Click on **Employee** from the menu bar.
* Select **Get Payroll Updates**
* Click the **Update** button.
* A small window appears indicating that the payroll update is downloading.

941 Quarterly form or 944 Annual Form
If you are a **Basic A Payroll Plan Subscriber or a Non-Payroll Plan subscribers**, type the 941 or 944 form manually.   See "Order Federal Forms."

If you are a **Standard, Enhanced A or B Payroll Plan Subscriber,** 941 or 944 forms can be printed directly from Quickbooks (QB). You can create, edit, preview, and print the forms. You do not need to type the forms provided to you by IRS each quarter. The QB-generated payroll document prints the data and the 941 or 944 form in an acceptable IRS format.

Detailed information for completing the forms in QuickBooks are available at
941_944_Form.

W2/W3 Forms
If you are a **Basic A or Non-Payroll Plan Subscriber**, QB will print only the W2/W3 data either on a blank piece of paper or on a W2 form placed in the printer.   See "Order Federal Forms."

If you are a **Standard, Enhanced A or B Payroll Plan Subscriber**, QB will print the W2/W3 data and the form to your printer.

Detailed information for completing the forms in QuickBooks is available at W2_Forms.

1099 Form
For non-employee checks earning more than $600.00 annually for contractual services, a 1099 form must be prepared and sent to the individual.   Go to the 1099 accounting site for setup details.

If you are a **Basic A or Non-Payroll Plan Subscriber**, type the 1099 form manually. See "Order Federal Forms."

If you are a **Standard, Enhanced A or B Payroll Plan Subscriber,** QB will print the 1099 data and the form to your printer.

Order Federal Forms (Non-Payroll or Basic A Payroll Plan Subscribers)

The above-mentioned Federal forms may be ordered
- from the IRS online site to order forms to be mailed to your office.
- by calling 1-800-TAX-FORM (1-800-829-3676)
- or, may be retrieved from the IRS Forms and Publications site
  http://www.irs.gov/formspubs/index.html

Process Federal Forms (Standard, Enhanced A or B Payroll Plan Subscribers)

In QuickBooks, go to the **Payroll Center** (Employees, Payroll Center).
- Select the **Payroll Tab**.
- Under the section, "File Tax Forms," select the **Process Payroll Forms button.**
- Click OK and select the appropriate form.
- Enter the appropriate calendar year.
- Complete and print the forms.   Select the appropriate paper and item to print.

Online Filing

Online filing of government forms or payment may be performed. However, when asked for contact name, enter Extension Counci Officer; for e-mail address, enter the Extension Office's email address.

Login information must be on file in the office and available for authorized university representatives.

==All online documents must be printed and signed by the CPD and Council Officer.==

941 Quaterly or 944 Annual form may be filed **electronically**. Go to the Federal Tax online procedure for details on filing the 941 or 944 form and making monthly Federal Tax payments.

W2/W3 forms may be filed electronically. Go to the Social Security site.

==Note: All online filings must be approved and signed by appropriate Council Officer and/or the CPD.==