

Federal Updates

Federal Filing Information

Form 941 - Employer's Quarterly Federal Tax Return

- Line 1, Number of Employees, must be completed for each quarter.
- If you do not have to file a Form 941 for one or more quarters in 2018, check the Seasonal Employer box on page 2, Line 18 and tell your payroll contact.

Taxpay

You may have an explanation for adjustment on lines 7 and 8 and/or Schedule B, if required.

Non-Taxpay

1. Verify your federal employer identification number (FEIN), name, and address.
 - If the FEIN is incorrect, contact your payroll contact immediately.
 - If your name and/or address are not correct, contact your payroll contact immediately. Cross out the incorrect information and clearly write in the correct information.
2. Verify that the amount on line 13 equals your total deposits for the quarter.
 - If you have not deposited the amount shown on line 13, call your payroll contact before filing the return. You may be subject to an additional penalty for any overstatement of liability paid.
3. If you paid a deposit of \$100,000 or more during the quarter or are a semi-weekly filer, file the enclosed Schedule B with your Form 941.

Note: If you believe you are a next-day or semiweekly depositor, but no Schedule B is enclosed, contact your payroll contact to confirm your federal deposit frequency.
4. If line 14 shows a balance due:
 - Deposit the liability electronically.
 - Payments can be made with the return only in the following circumstances:
 - ❖ If you have less than \$2,500 of tax liability during the quarter (line 12 on Form 941). If you are not confident that your liability will be less than \$2,500 deposit under the appropriate rules so that you won't be subject to failure to deposit penalties, **or**
 - ❖ If you are a monthly depositor and make a payment in based on the Accuracy of Deposits Rule. (See section 11 of [Pub. 15, \(circular E\) Employer's Tax Guide](#), for details) This payment can be \$2,500.00 or more.

If you meet the requirements to make a payment with the return, enclose a check made payable to the United States Treasury with the return. Write your FEIN, "Form 941," and the tax period to which the payment applies (third quarter 2018) on your check.
5. Sign the return and mail it on or before **Thursday, January 31, 2019, or Tuesday February 14, 2019**, if all 2018 taxes were deposited in full and on time. Refer to [Where to File Tax Returns](#) at www.irs.gov for the correct address.

The information in these materials should not be considered legal or accounting advice, and it should not substitute for legal, accounting, and other professional advice where the facts and circumstances warrant. It is provided for informational purposes only. If you require legal or accounting advice, or need other professional assistance, you should always consult your attorney, accountant, or other professional advisor to discuss your particular facts, circumstances, and business needs.

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Federal Unemployment Tax (FUTA) Payment

Non-Taxpay

If you are subject to FUTA a tax payment notice will be enclosed in your tax package. Electronically deposit the liability using EFTPS.

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