

# Paychex Quarter-End Instructions

## Federal Updates

Please read this document for information about filing your quarterly returns

### COVID-19 and Tax Filing

During the coronavirus (COVID-19) pandemic, we're sensitive to the challenge of focusing on your business as we support your tax filing and payment activities. We're closely monitoring the requirements of federal and state tax agencies under these circumstances

#### Form 941 and Form 7200

For information about how the second quarter Form 941 is changing and how Form 7200 affects the 941, go to <https://pages.paychex.com/rs/715-YZO-232/images/Paychex-941-Explanation-Guide-060520.pdf>

#### Quarter-End Packages for Second Quarter

Because of the COVID-19 pandemic, you cannot pick up your Quarter-End package at a Paychex branch location as our offices are still closed to the public until further notice. Be sure to contact your Paychex representative to verify or change your delivery method and mailing address if necessary. We can also convert you to paperless reports, which is a fast and easy way to receive your reports each quarter.

#### State Resources

In response to the COVID-19 pandemic, state and local governments continue to issue new and modify existing executive orders. At the same time, the federal government is providing additional guidance to help keep people safe and coordinate re-opening efforts.

We realize the challenges this represents and want to help you navigate these regulations. We've created a [COVID-19 Resources by State](#) webpage with details on your state's response, plus other valuable information such as:

- Stay-at-Home or Shelter-in-Place orders
- Collection processes
- Leave regulations
- Links to additional resources (state Department of Labor, state COVID-19 pages)

#### Customer Support during COVID-19

We have [customer support FAQs](#) on paychex.com in response to the COVID-19, including the most update information on Families First Coronavirus Response Act. Please bookmark this site and check back often for updates.

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