

# Federal Updates

- If an ID is missing, please print it in any applicable original return(s). In addition, please forward the ID number to your payroll contact.
- If your return shows “APPLIED FOR” but you have been assigned an ID number, white out “APPLIED FOR,” and enter your ID number in any applicable original return(s). In addition, please forward the ID number to your payroll contact.

## Employer Reference Copies of Tax Returns

Reference copies of your returns are included in your tax package behind the cover sheet labeled **File Copies**. Please retain the reference copies of all tax returns in compliance with federal and state regulations.

## 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 2020, check the Seasonal Employer box on page 3, 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 13a equals your total deposits for the quarter.
  - If you have not deposited the amount shown on line 13a, 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

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.

## Paychex Quarter-End Instructions

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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 (second quarter 2020) on your check.

5. Sign the return and mail it on or before **Friday, July 31, or Monday, August 10, 2020**, if all 2020 taxes were deposited in full and on time. Refer to [Where to File Tax Returns](#) at [www.irs.gov](http://www.irs.gov) for the correct address.

## 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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