

# COVID-19

During the coronavirus (COVID-19) pandemic, we're sensitive to your 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.

## 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.

## COVID-19 Related Quarterly Filing

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>

## 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)

## Taxpay Clients

### State IDs and Social Security Numbers (SSNs)

With many states reducing staff during COVID-19, paper return processing has slowed down or temporarily halted. As a result, it's more important than ever to make sure you've reported: the following information for your business so Paychex can electronically file your returns.

- all state and local agency IDs
- all employee SSNs – many states won't accept quarterly state unemployment insurance (SUI) statements with SSNs

## Additional Resources

- [Customer Support during COVID-19](#)
- [Coronavirus \(COVID-19\) Help Center](#)