

# ✓ QUARTERLY CHECKLIST ✓

DATE: \_\_\_\_\_

S M T W T F S

## GENERATE PAYROLL REGISTER FOR PAY PERIODS WITHIN THE QUARTER

- Verify the gross amount with Box 2 on the 941 \_\_\_\_\_
- Verify all the pre-tax deductions \_\_\_\_\_
- Verify the remaining boxes on the 941 to the payroll register \_\_\_\_\_
- Verify all State Tax IDs have been updated, if necessary \_\_\_\_\_
- Verify all SUI rates have been updated accordingly \_\_\_\_\_

## VERIFY THE INFORMATION WITH ACCOUNTING

- Gross wages (by dept / cost center) \_\_\_\_\_
- Tax liability accounts \_\_\_\_\_

## PROCESS ANY ADJUSTMENTS NECESSARY

*Example: Accounting provides the Profit & Loss including Gross Wages, and the numbers do not match. Determine the reason and record the entry in either Payroll or Accounting so the payroll reports, quarterly reports, and accounting reports are all correct.*

- Rewrite any department / cost center adjustments \_\_\_\_\_

*Example: John Doe's salary should be in the dept. / cost center "Accounting" but his wages were coded to "Human Resources". Subtract all wages, taxes and deductions from HR, and add them to "Accounting" in the next payroll cycle.*

- Record any manual check not recorded in payroll \_\_\_\_\_