



# Quarterly



## Table of Contents

|                        |   |
|------------------------|---|
| <b>Quarterly</b> ..... | i |
|------------------------|---|



## **Quarterly Activities**

1. Prepare 941 Report to IRS and send to district to sign and file; verify that the signed copy is placed in 941 report file (by the last day of the month)
2. Prepare and File Unemployment reports (by TASB deadline or TWC deadline)