
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS
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Quarterly

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In addition to the tasks identified on the individual month tabs and the monthly tab, the following tasks were identified as items to be addressed on a quarterly basis.

❑ Prepare the 941 report to IRS. Verify that the signed copy is placed in the 941 report file by the last day of the month.

❑ Prepare and file unemployment reports by TASB deadline or TWC deadline.