



# Quarterly



# Table of Contents

Quarterly ..... 1



# Quarterly

In addition to the tasks identified on the individual month tabs and the monthly tab, the following tasks were identified to serve as a reminder of items to be addressed each quarter.

- 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).
- Prepare and File Unemployment reports (by TASB deadline or TWC deadline).



## Back Cover