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Quarterly

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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).


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