



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 as items to be addressed on a quarterly basis.

- ☐ 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