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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 and send it to the LEA to sign and file. 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.


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