



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 the 941 report to send to IRS by the last day of the month. Retain the signed copy for your records.
- ☐ Prepare and file unemployment reports by TASB deadline or TWC deadline.



Back Cover