



## ASCENDER GUIDES



# 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 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.



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