

<b>FINANCE</b>  <b>PROCEDURE</b>  <b>MANUAL</b>	<b>TITLE:</b> Quarterly Form 941	
	<b>NUMBER:</b> FIN-PAY-017	<b>VERSION:</b> 01
	<b>ISSUED DATE:</b> 10/1/2010	<b>REVISION DATE:</b> 4/25/2014

➤ **Purpose:**

This procedure details the filing of the quarterly tax forms to government agencies.

➤ **Definitions:**

**Form 941:** Quarterly tax statement sent to the US Treasury that reports the income taxes paid for the quarter being reported.

➤ **Responsibility:**

**Payroll Manager:** Responsible for completion of quarterly Form 941.

➤ **Procedure Details:**

1. Payroll Manager gathers quarterly employee income and income tax information.
2. Payroll Manager prepares quarterly Form 941.
3. Payroll Manager signs completed form and mails form to the US Treasury.

➤ **References:**

IRS Instructions for Quarterly Form 941:

<http://www.irs.gov/pub/irs-pdf/i941.pdf>