

# QuickBooks Guide - Year 2021

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Prepared by: **Pension Services, Inc**

### 1) W-2 and W3 Forms

To complete the census submission, you must print and save W2 and W3 forms in PDF Format. We recommend visiting this site for help: [Print your W2 \(intuit.com\)](https://www.intuit.com)

Please see below for a quickbooks sample:

PDF Format

#### W2 Form Sample

b Employer's identification number c Employer's name, address, and ZIP code		12a See instructions for Box 12		1 Wages, tips, other compensation	2 Federal income tax withheld
50-0000001 Your Company Address		D \$ 19500.00		130500.00	
e Employee's first name and initial Last name		12b		3 Social security wages	4 Social security tax withheld
Elsa Rodriguez Address		\$		137700.00	
f Employee's address and ZIP code		12c		5 Medicare wages and tips	6 Medicare tax withheld
16 State Employer's state I.D. No.		\$		150000.00	
17 State income tax		12d		7 Social security tips	8 Allocated tips
		\$			
18 Local wages, tips, etc.		a Employee's soc. sec. no		9	10 Dependent care benefits
19 Local income tax		136-52-1230		11 Nonqualified plans	13 Statutory employee Retirement plan Third-party sick pay
20 Locality name				14 Other	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>

Form W-2 Wage and Tax Statement 2020 Department of the Treasury-Internal Revenue Service OMB # 00001-0001

PDF Format

#### W3 Form Sample

33333 a Control number 0000001		For Official Use Only OMB No. 0001-0001	
b Kind of Payer (Check one)	941 <input checked="" type="checkbox"/> Military <input type="checkbox"/> 943 <input type="checkbox"/> 944 <input type="checkbox"/> CT-1 <input type="checkbox"/> Hshld. emp. <input type="checkbox"/> Medicare govt. emp. <input type="checkbox"/>	c Kind of Employer (Check one)	None apply <input type="checkbox"/> 501c non-govt. <input type="checkbox"/> State/local non-501c <input type="checkbox"/> State/local 501c <input type="checkbox"/> Federal govt. <input type="checkbox"/> Third-party sick pay (Check if applicable) <input type="checkbox"/>
d Total number of Forms W-2 1	e Establishment number	1 Wages, tips, other compensation	2 Federal income tax withheld
e Employer identification number 50-0000001	f Employer's name Your Company	130500.00	
g Address	Address	3 Social security wages	4 Social security tax withheld
g Address	g Employer's address and ZIP code	5 Medicare wages and tips	6 Medicare tax withheld
g Address	h Other EIN used this year	150000.00	
g Address	15 State Employer's state I.D. number	7 Social security tips	8 Allocated tips
g Address	16 State wages, tips, etc.	9	10 Dependent care benefits
g Address	17 State income tax	11 Nonqualified plans	12a Deferred compensation
g Address	18 Local wages, tips, etc.	12b	19500.00
g Address	19 Local income tax	13 For Third-party sick pay use only	14 Income tax withheld by payer of third-party sick pay
g Address	20 Locality name	Telephone number	For Official Use Only
g Address	Fax number	E-mail address	

Form W-3 Transmittal of Wage and Tax Statements 2020 Department of the Treasury Internal Revenue Service

**NOTE:** If W3 Form is not available, please continue to review guide for instructions for substitute.

## 2) Tax and Wage Summary Report and Payroll Summary Report

### Tax and Wage Summary

If you are unable to obtain access to the W3 form, please make sure to provide us with **Tax and Wage Summary report from your Quickbooks company file, please see an example of the report below (ensure to run for the correct dates Plan Beginning year thru Year-end)**

7/20/2020 Tax and Wage Summary

Sample LLC  
Tax and Wage Summary

01/01/2021 - 12/31/2021

Federal Taxes (941/944)	Total Wages	Excess Wages	Taxable Wages	Tax Amount
Federal Income Tax	\$162,583.26	\$0.00	\$162,583.26	\$32,385.65
Social Security	\$180,000.00	\$47,100.00	\$132,900.00	\$8,239.80
Social Security Employer	\$180,000.00	\$47,100.00	\$132,900.00	\$8,239.80
Medicare	\$180,000.00	\$0.00	\$180,000.00	\$2,610.00
Medicare Employer	\$180,000.00	\$0.00	\$180,000.00	\$2,610.00
<b>Total</b>				<b>\$54,085.25</b>

Federal Unemployment (940)	Total Wages	Excess Wages	Taxable Wages	Tax Amount
FUTA Employer	\$180,000.00	\$173,000.00	\$7,000.00	\$42.00
<b>Total</b>				<b>\$42.00</b>

FL Unemployment Tax	Total Wages	Excess Wages	Taxable Wages	Tax Amount
FL SUI Employer	\$180,000.00	\$173,000.00	\$7,000.00	\$7.00
<b>Total</b>				<b>\$7.00</b>

## Payroll Summary

In addition, we recommend providing us with the **Payroll Summary by Employee** report in excel format. This report illustrates all employee pre-tax deductions, which are needed to calculate the gross employee pay correctly. **Also, ensure the information is generated for the correct dates ensure to run for the accurate dates Plan Beginning year thru Year-end).**

Excel File

Please see below sample.

Jan-Dec YEAR

	Elsa Rodriguez		Monica Perez		Laura Rodriguez		Anna Wilson		Jennifer Cortez		Den Gonzalez		Stephany Lopez		TOTAL	
	Hours	Rate	Hours	Rate	Hours	Rate	Hours	Rate	Hours	Rate	Hours	Rate	Hours	Rate	Hours	Rate
3 Employee Wages, Taxes and Adjustments																
4 Gross Pay																
5 Final Pay		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00
6 Gross	26.00	136.00	27.00	2,163.00	30.110.00	11.00	1,230.00	3,000.00	1,331.00	293.00	391.00	26.00	126.00	3,000.00	27.00	2,863.00
7 ON Call Hours		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00
8 Bonus		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00
9 Holiday Bonus		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00
10 CME		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00
11 Total Gross Pay	26.00	3,130.00	27.00	30,110.00	30.110.00	11.00	1,230.00	3,000.00	1,331.00	293.00	26.00	3,130.00	27.00	30,110.00	11.00	1,230.00
12 Deductions from Gross Pay																
13 401k Emp.		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00
14 Child-Spousal Support Cita Mena		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00
15 Child Support - Jorge Aguiar		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00
16 Dental Insurance (pre-tax)		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00
17 Health Insurance (pre-tax)		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00
18 Other Insurance (pre-tax)		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00
19 Roth 401k Emp.		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00
20 Total Deductions from Gross Pay		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00
21 Adjusted Gross Pay	26.00	3,130.00	27.00	30,110.00	30.110.00	11.00	1,230.00	3,000.00	1,331.00	293.00	26.00	3,130.00	27.00	30,110.00	11.00	1,230.00
22 Taxes Withheld																
23 Federal Withholding		-316.00		-6,603.00		-312.00		-312.00		-316.00		-316.00		-6,603.00		-312.00
24 Medicare Employee		-133.11		-727.09		-63.13		-63.13		-12.32		-12.32		-727.09		-63.13
25 Social Security Employee		-289.16		-3,853.93		-289.53		-289.53		-332.21		-289.16		-3,853.93		-289.53
26 Medicare Employee Addl Tax		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00
27 Total Taxes Withheld		-818.27		-8,443.02		-664.66		-664.66		-655.13		-655.13		-8,443.02		-664.66
28 Deductions from Net Pay																
29 401k Loan Repayment		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00
30 (Other Insurance (nonable)		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00
31 Total Deductions from Net Pay		-1,638.54		-20,868.04		-1,290.12		-1,290.12		-1,290.12		-1,638.54		-20,868.04		-1,290.12
32 Additions to Net Pay																
33 Auto		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00
34 Insurance Reimbursement		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00
35 Medical Supplies		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00
36 Telephone		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00
37 Total Additions to Net Pay		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00
38 Net Pay	26.00	6,675.19	27.00	1,131.96	30.110.00	11.00	664.88	3,000.00	1,331.00	293.00	26.00	6,675.19	27.00	1,131.96	11.00	664.88
39 Employer Taxes and Contributions																
40 Federal Unemployment		11.00		12.00		12.00		26.12		3.33		12.00		12.00		18.47
41 Medicare		333.11		727.09		63.13		63.13		12.32		12.32		727.09		63.13
42 Social Security Company		389.16		3,853.93		289.53		289.53		332.21		289.16		3,853.93		289.53
43 FL - SUR		131.00		131.00		92.78		92.78		131.00		131.00		131.00		92.78
44 Total Employer Taxes and Contributions		12,532.11		12,816.14		1,853.42		186.03		12,532.11		12,816.14		1,853.42		5,478.33

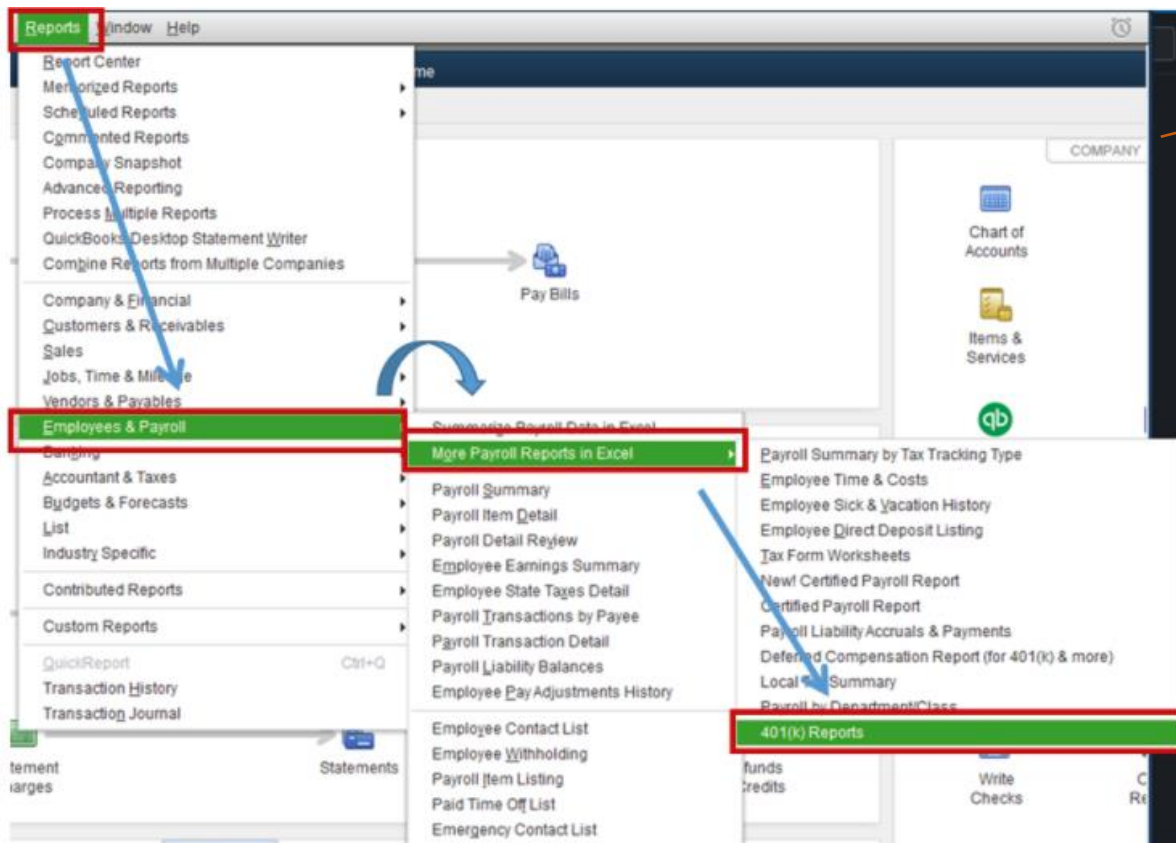
#### 4) Census/demographic report (employee data)

In addition to payroll data, you must complete employee demographics.

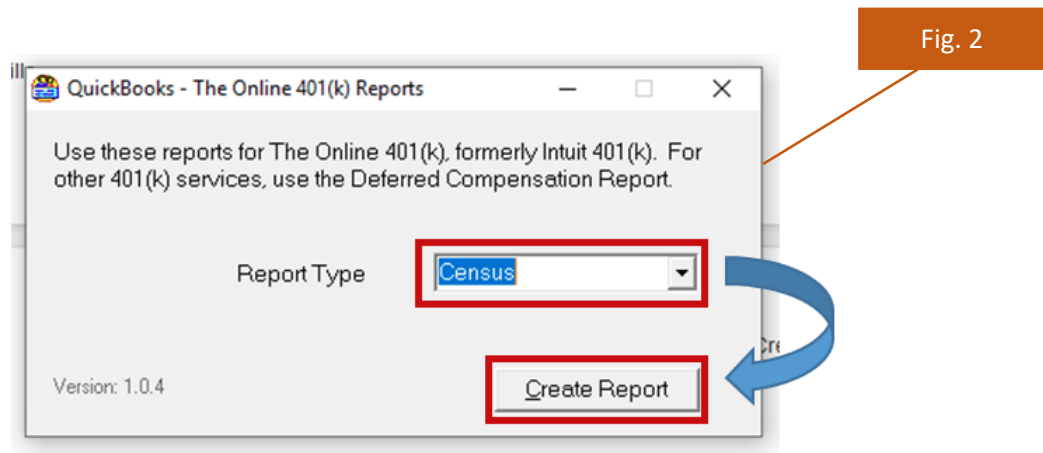
We suggest downloading a census report from QuickBooks if available.

Please see the instructions for the Quickbooks desktop

- On the home page upper left corner, click **Reports**. (Fig. 1)
- Go to **Employees & Payroll**. (Fig. 1)
- Click **More Payroll Reports in Excel**(Fig. 1)
- Then select **401(k) Reports**. (Fig. 1)
- On the gray pop-up window, click the Report Type drop-down arrow, then select **Census**. (Fig.2)
- Select **Create Report**. (Fig.2)



**NOTE: Save a copy of the Report (Excel File). Remember to save the file on your desktop or download folder for easy retrieval.**

**Final note:**

Once you obtain all these reports and information from your payroll provider portal, you should proceed to complete our template request for the Census. With these reports, you have all the necessary data to prepare your census report successfully.

We strongly suggest using our Census guide to verify how to input map all this information correctly on our template. This will significantly expedite your time required to complete the request.