

# *How to Change the Quarter on Form 941 in Payroll Mate®*

Start by Opening your  
**Payroll Mate**  
Program



**1** Go to → File → Open Company

**2** Select a company to open

**3** Click → OK

2013

File Edit Tools Help Order Checks and Supplies

New Company  
Open Company  
Delete Company  
Exit

Print Selected Check Print Multiple Checks Direct Deposit

Check Preview [09/04/2013] - Check # [1]

Check Summary for "Leader Smith"

Pay Period: From: 09/01/2013 To: 09/03/2013

Net Pay: \$146.83

September

09  
Le

Open Company

Company Name:

Sample Company 2012  
Tutorial

OK Cancel

YTD:

\$14.00  
\$11.16  
\$2.61  
\$0.00  
\$0.00  
\$3.60  
\$11.16  
\$2.61  
\$1.08

Deduction Details

Title:	Amount:	YTD:
Garnishment	\$1.80	\$1.80

Tutorial - Payroll Mate (2013)

File Edit Tools Help Order Checks and Supplies

**Forms**

Click → Forms 4

W-2  
Wage and Tax Statement

941  
Employer's Quarterly Federal Tax Return

940  
Employer's Annual Federal Unemployment (FUTA)

Click → 941 5

944  
Employer's ANNUAL Federal Tax Return

2013

Checks

Employee

Forms

Reports

Company

Vendor Center

STATE  
State Reporting

943  
Annual Fed. Tax Return for Agricultural Employees

Forms are periodically updated throughout the year.  
If the form you are looking at is not updated, it will be updated before its due date.  
Make sure you always keep Payroll Mate up to date.

Tutorial - Payroll Mate (2013)

File Edit Tools Help Order Checks and Supplies

**Forms**

[Choose another Federal Form](#)

### Form 941-First Quarter

Change Quarter Edit Preparer Info Preview Print Override Calculations

Part 1: Answer these questions

**6** Click → Change Quarter

1 Number of employees who received wages, tips, or other compensation for the pay period including: Mar. 12 (Quarter 1) 1 2

2 Wages, tips, and other compensation 2 7250.00

3 Income tax withheld from wages, tips, and other compensation 3 52.57

4  If no wages, tips, and other compensation are subject to social security or Medicare tax Check and go to line 6

5a	Taxable social security wages	7250.00	X .124 =	5a	899.00
5b	Taxable social security tips	0.00	X .124 =	5b	0.00
5c	Taxable Medicare wages & tips	7250.00	X .029 =	5c	210.25
5d	Taxable wages & tips subject to Additional Medicare Tax withholding	0.00	X .009 =	5d	0.00
5e	Add Column 2 from lines 5a, 5b, 5c, and 5d			5e	1109.25

2013

Checks  
Employees  
**Forms**  
Reports  
Company  
Vendor Center

Tutorial - Payroll Mate (2013)

File Edit Tools Help Order Checks and Supplies

**Forms**

Choose another Federal Form

**Form 941-First Quarter**

Change Quarter Edit Preparer Info Preview Print Override Calculations

**Choose Quarter**

Year 2013

Quarter 1

OK

1  
2  
3  
4

5a Taxable social security wages 7250.00 X .124 = 5a 899.00

5b Taxable 0.00 X .124 = 5b 0.00

5c Taxable Medicare wages & tips 7250.00 X .029 = 5c 210.25

5d Taxable wages & tips subject to Additional Medicare Tax withholding 0.00 X .009 = 5d 0.00

5e Add Column 2 from lines 5a, 5b, 5c, and 5d 5e 1109.25

2013

Checks

Employees

**Forms**

Reports

Company

Vendor Center

Change Quarter box will appear 7

Click → the ↓ to choose the Quarter 8

Click → OK 9



***Congratulations. You have changed the quarter on form 941!***

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**1-800-507-1992**