

How to Generate Form 941 Report

1. Click the **Reports** from **Payroll** module.
2. Click **Form 941**.
3. Set the value for the following fields:
 - a. Year
 - b. Quarter
 - c. Part 1
 - d. Part 2
 - e. Part 3
 - f. Part 4
 - g. Part 5
 - h. Paid Preparer

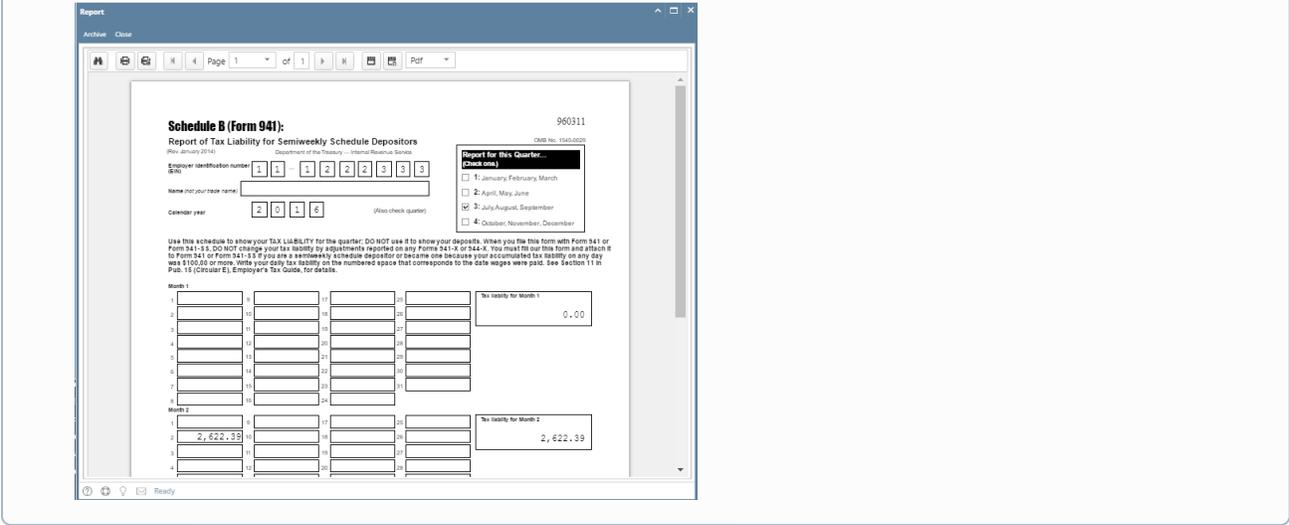
 To print **Form 941 b**, set the **Schedule Type** in Part 2 to **Semi-weekly**.

4. Click **Print** toolbar button.

 Click **Save** toolbar button to save criteria entered. Click **Recalc** toolbar button to recalculate amounts.

5. **Form 941** report should be displayed.

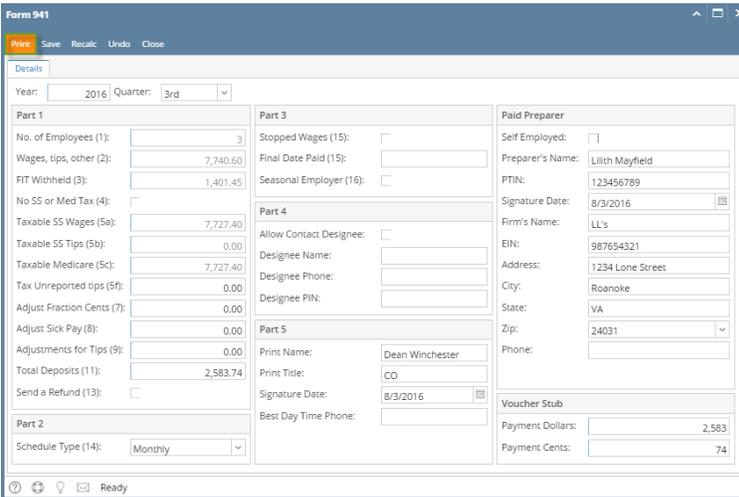
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Report
Archive Close

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Form **941 for 2016: Employer's QUARTERLY Federal Tax Return** 950114
OMB No. 1545-0029

Employer identification number (EIN) 1 1 - 1 2 2 3 3 3

Name (not your trade name)

Trade name (if any) L'Rely LLC

Address
Number 4242 Street Flagstaff Cove
City Fort Wayne State IN ZIP Code 46815

Foreign country name Foreign phone number Foreign postal code

Report for the Quarter of 2016 (check one)
 1: January, February, March
 2: April, May, June
 3: July, August, September
 4: October, November, December

Instructions and prior year forms are available at www.irs.gov/form941.

Read the separate instructions before you complete Form 941. Type or print within the boxes.

Part 1: Answer these questions for this quarter.

1 Number of employees who received wages, tips, or other compensation for the pay period including (Mar. 1-2/Quarter 1; June 1-2/Quarter 2; Sept. 1-2/Quarter 3; or Dec. 1-2/Quarter 4) 1 3

2 Wages, tips, and other compensation 2 7,740.60

3 Federal income tax withheld from wages, tips, and other compensation 3 1,401.45

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

Column 1 Column 2

Ready

i Form 941b report will be as this:

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Schedule B (Form 941): 960311
Report of Tax Liability for Semiweekly Schedule Depositors
OMB No. 1545-0029

Employer identification number (EIN) 1 1 - 1 2 2 3 3 3

Name (not your trade name)

Calendar year 2 0 1 6 (Also check quarter)

Report for the Quarter of 2016 (check one)
 1: January, February, March
 2: April, May, June
 3: July, August, September
 4: October, November, December

Use this schedule to show your TAX LIABILITY for the quarter. DO NOT use it to show your deposits. When you file this form with Form 941 or Form 941-SS, DO NOT change your tax liability or adjustments reported on any Form 941-B or 941-X. You must file this form and attach it to Form 941 or Form 941-SS if you are a semiweekly schedule depositor or became one because your accumulated tax liability on any day was \$100.00 or more. Write your daily tax liability on the numbered space that corresponds to the date wages were paid. See Section 11 in Pub. 15 (Circular E), Employer's Tax Guide, for details.

Months 1

1	5	17	29	The liability for month 1	0.00
2	6	18	30		
3	7	19	31		
4	8	20			
5	9	21			
6	10	22			
7	11	23			
8	12	24			

Months 2

1	5	17	29	The liability for month 2	2,622.39
2	6	18	30		
3	7	19	31		
4	8	20			
5	9	21			
6	10	22			
7	11	23			
8	12	24			

Ready