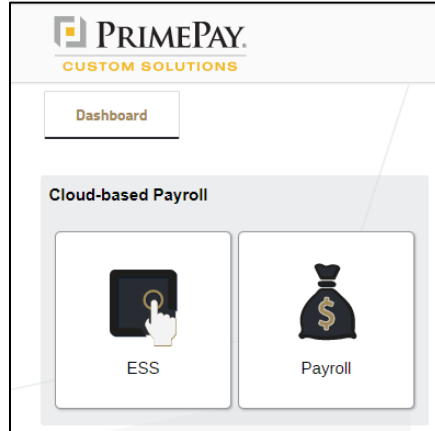
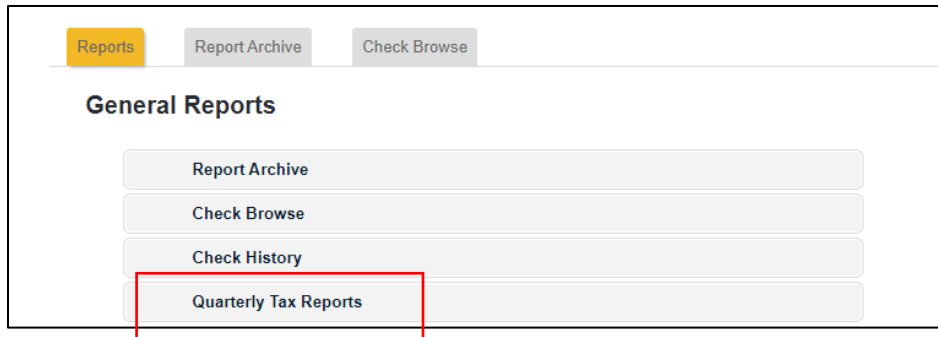


How To - Retrieve Quarterly 941 Reports

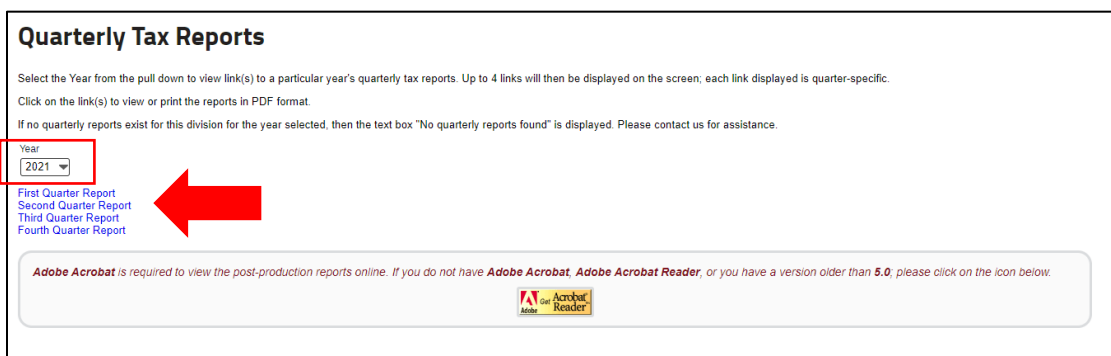
1. Click **Payroll** on the PrimePay Dashboard



2. Select the **location**
3. Select **Reports** on the left menu, the Quarterly Tax Reports from the list of reports on the main part of the screen, or in the list below the Reports title on the left navigation pane.



4. Select a **year** from the top drop-down menu
5. Select a **quarter** from the listed options



6. A PDF will appear which can be saved
7. Repeat as needed for additional quarters

Save all Quarterly Tax Reports that have been generated since your location went live with IOI/PrimePay, unless you have these documents in hard copy already.