

Employer \_\_\_\_\_

Date \_\_\_\_\_

Federal ID # \_\_\_\_\_

### PAYROLL SUMMARY CARD

Phone # \_\_\_\_\_

	Monthly Payroll Summary							Quarterly Unemployment Tax Expense					
	Gross Amount	Deductions					Net Amount	Federal Unemp.	Date Paid	Check Number	State Unemp.	Date Paid	Check Number
		So. Sec.	Medicare	Federal	State	County							
Jan													
Feb													
Mar													
1st Qtr.								1st Qtr.	1st Qtr.	1st Qtr.	1st Qtr.	1st Qtr.	1st Qtr.
Apr													
May													
June													
2nd Qtr.								2nd Qtr.	2nd Qtr.	2nd Qtr.	2nd Qtr.	2nd Qtr.	2nd Qtr.
July													
Aug													
Sep													
3rd Qtr.								3rd Qtr.	3rd Qtr.	3rd Qtr.	3rd Qtr.	3rd Qtr.	3rd Qtr.
Oct													
Nov													
Dec													
4th Qtr.								4th Qtr.	4th Qtr.	4th Qtr.	4th Qtr.	4th Qtr.	4th Qtr.
Total													

### PAYROLL TAX DEPOSIT RECORD

	* Federal						State						
	Soc Sec Withheld	Medicare Withheld	SS & Med Expense	Total SS & Med	Federal W/H	Total Deposit	Date Paid	Check Number	State W/H	County W/H	Total Deposit	Date Paid	Check Number
Jan due Feb 15													
Feb due Mar 15													
Mar due Apr 15													
Apr due May 15													
May due June 15													
June due July 15													
July due Aug 15													
Aug due Sep 15													
Sep due Oct 15													
Oct due Nov 15													
Nov due Dec 15													
Dec due Jan 15													
Total													

\*If tax deposits are paid semi-weekly, please list deposit amounts and date paid on a separate page.