



RECREATION & PARK DISTRICT
6626 Skyway
Paradise, CA 95969
Email: info@ParadisePRPD.com

Paradise Recreation & Park District

Agenda Prepared: 2/12/2023
Agenda Posted: 2/12/2023
Prior to: 5:00 PM

Phone: 530-872-6393
Fax: 530-872-8619
Website: www.ParadisePRPD.com

NOTICE OF BOARD OF DIRECTORS COMMITTEE MEETING

Committee: Finance Committee (*Anderson/McGreehan*)
Date: Thursday, February 16, 2023
Time: 4:00 PM
Location: Via Teleconference and Terry Ashe Recreation Center, Room A

Notice:

The public may listen to this meeting via computer or telephone. The public may submit comments prior to the meeting via email to bodclerk@prpd.com before 1:00 p.m. on the day of the meeting and they will be read into the record. Please use the link to join the webinar: Join Zoom Meeting
<https://us02web.zoom.us/j/89394583808?pwd=MVBFUlhqTTE1LzFFRUJpTzZ2S1Vsdz09>

Or via Telephone: Dial by your location: +1 669 900 9128 US (San Jose) (or) +1 346 248 7799 US (Houston)
Meeting ID: 893 9458 3808 Password: 6626

AGENDA:

The Committee will meet to:

1. Discuss the 2023-2024 Budget Schedule
2. Review of Budget Process
3. Review California Class Investment Account
4. Review Finance Manual- Outline and Proposed Calendar

ATTACHMENTS:

https://paradisepd.sharepoint.com/sites/BODMeeting/Shared Documents/_Committee.Finance/2023/FC_23.0216/FC_23.0216.Agenda.docx



**California Special
Districts Association**

Districts Stronger Together

C S D A

California Special Districts Association (CSDA)

California CLASS – Investments Program for Districts

RICK WOOD, FINANCE & ADMINISTRATION DIRECTOR

February 8, 2023

Focus on Finance

California CLASS –
Investment Pool

CSDA Member Benefit Programs

Save Time & Money

California
CLASS

New Value-Added Member Benefit

Investment Program for Special Districts (Launched July 2022)

California CLASS Partnership

- California Special Districts Association (CSDA)
- League of California Cities (Cal Cities)
- California CLASS sponsorship approved by both Governing Boards



California Special
Districts Association
Districts Stronger Together



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CSDA Member Benefit Programs

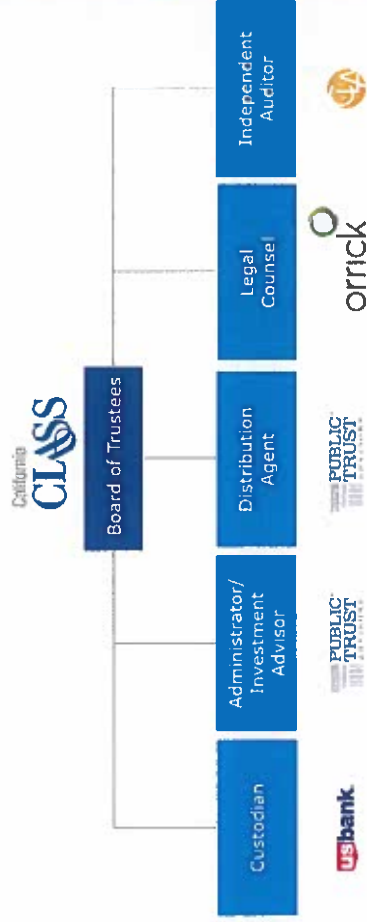
Save Time & Money



New Value-Added Member Benefit

Investment Program for Special Districts (Launched July 2022)

California CLASS Oversight



California CLASS Board of Trustees

Ryan Clausnitzer, Vice-Chair
General Manager
Alameda County Mosquito
Abatement District

George Harris
Director of Finance
City of Lancaster

Margaret Moggia
Executive Manager of Finance
West Basin Municipal Water
District

Christina Turner, Chair
City Manager
City of Morgan Hill

Parker Hunt
Treasurer/Tax Collector
Tehama County

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California CLASS --
Investment Pool

CSDA Member Benefit Programs

Save Time & Money

California
CLASS

New Value-Added Member Benefit

Directed by Your Peers

California CLASS is supervised by a Board of Trustees comprised of eligible Participants of the program. The Board has the power to administer California CLASS and its affairs. The California CLASS Board enters into contracts and agreements on behalf of the program.

Any California public agency as defined in California

Government Code Section 53600 can participate in California CLASS.

Who Can Participate?



State Agencies



Public Districts



Public Corporations



County Boards of Education



Counties



Cities



Regional Transportation Commissions



County Superintendents of Schools

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Investment Pool

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New Value-Added Member Benefit

Investment Program for Special Districts (Launched July 2022)



A JOINT POWERS AUTHORITY INVESTMENT POOL

Convenient and User-Friendly Cash Management Solutions Designed for California Special Districts

California CLASS provides Participants the following benefits:

- ✓ Robust and modern transaction portal
- ✓ Dedicated client service team equally committed to all public agencies
- ✓ Portfolios managed in accordance with California Government Code
- ✓ Transparent governance by Board of Trustees
- ✓ Portfolios marked-to-market with net asset value and yields posted to website daily

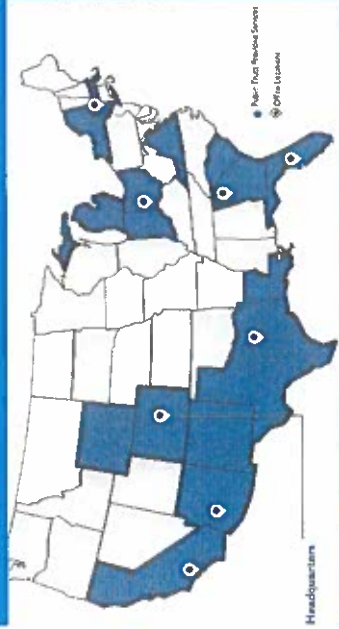
Fund Option	Prime	Enhanced Cash
Portfolio Type	Prime-style fund	Enhanced cash
Purpose	Operating Funds	Strategic Reserves
Rating	'AAAm'	'AAA/ST'
Min/Max Investment	None	None
Withdrawals	Unlimited	Unlimited
Investment Horizon	Day-to-Day	12-18 Months
Liquidity	Same-Day	Next-Day
WAM	≤60 days	90-200 days
Net Asset Value (NAV)	Stable \$1.00 per share	Variable \$10.00 per share

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California CLASS – Investment Pool

CSDA Member Benefit Programs

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New Value-Added Member Benefit

Investment Program for Special Districts (Launched July 2022)

Introduction to Public Trust Advisors

- Public Trust Advisors, LLC (Public Trust) is an SEC registered independent investment advisor headquartered in Denver, Colorado, with offices in Los Angeles, Florida, New York, Texas, Ohio, New Mexico, Georgia, Arizona, and Michigan.
- Public Trust was founded on the fundamental principle of maintaining a single business focus of providing investment management and advisory services to government and institutional investors.
- Public Trust is a national leader in providing customized investment advisory solutions based on the clients' unique cash flows, risk tolerances, and investment policies.
- Safety-first investment philosophy that seeks to deliver superior risk adjusted returns consistently
- The Public Trust Executive Team includes managing partners with 100+ years of combined experience and a team of professionals that are dedicated to the safety of public funds.
- Investment Advisor and Administrator for 16 local government investment pools (LGIP's) in 10 different states.

Over \$60 Billion
Assets under management

Public agency focused

Focus on Finance

California CLASS –
Investment Pool

CSDA Member Benefit Programs

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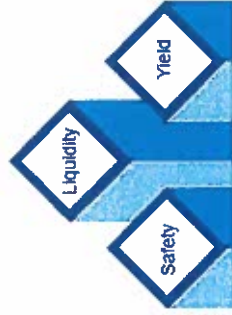
California
CLASS

New Value-Added Member Benefit

Investment Program for Special Districts (Launched July 2022)

LGIP Advantages

- Professional management of public funds
- Access to markets not typically available to smaller entities
- High levels of liquidity
- Institutional knowledge



Purpose

The purpose of California CLASS is to provide all California public agencies with a convenient, short-term investment opportunity carefully selected to optimize interest earnings while maximizing safety and liquidity.

California CLASS was created for all California public agencies.

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California CLASS –
Investment Pool

CSDA Member Benefit Programs

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California
CLASS

New Value-Added Member Benefit

Investment Program for Special Districts (Launched July 2022)

Diversify and Strengthen Your Public Funds Investment Program		
<ul style="list-style-type: none">✓ Sponsored by Cal Cities and CSDA✓ Preservation of principal and access to liquidity✓ Securities marked-to-market daily	<ul style="list-style-type: none">✓ Same-day liquidity for Prime fund✓ Next-day liquidity for Enhanced Cash fund✓ No minimum balance requirements nor maximum contributions	<ul style="list-style-type: none">✓ Managed to generate a competitive daily yield✓ Prime fund for agency operating dollars and Enhanced Cash fund for reserves✓ Ratings of 'AAAm' & 'AAAf/S1'

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California CLASS --
Investment Pool

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New Value-Added Member Benefit

Investment Program for Special Districts (Launched July 2022)

Key Features

California CLASS is built to allow public agencies to conveniently manage their investments and access reporting in a user-friendly and easy to understand manner.



No Fees*, No Minimum Balance



Unlimited Transactions



Future Dated Transactions



Participant-to-Participant Transfers



Unlimited Subaccounts

Built to serve California public agencies!



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Investment Program for Special Districts (Launched July 2022)

Benefits of Becoming a Participant

California CLASS leverages unique people, processes, and technology to maintain a low cost structure, resulting in more investment income returned back to our Participants.

Return

- Competitive daily yields
- Consistent historical performance
- Investment diversification

Liquidity

- Same-day liquidity
- Professionally managed portfolio

Convenience

- Effortless distributions to other public entities
- Easy access to all of your investments

Additional Features

Deposits by wire or ACH

Transaction and account statements provided

Dedicated Client Service representatives

- [Dashboard](#)
- [Accounts](#)
- [Transactions](#)
- [Fund Info](#)
- [On Demand Reports](#)
- [Help Center](#)

[OPEN A NEW SUBACCOUNT](#)

California CLASS (CA-01-0000)

Total Balance As Of 11/08/21: \$1,000,000.00

PRIME

As of 11/08/2021

\$1,000,000.00

[View →](#)

Subaccounts

Account #	Name	Avail. Balance	Fund Name
CA-01-0000-0001	General Funds	\$497,000.00	California CLASS
CA-01-0000-0002	Operating Funds	\$503,000.00	California CLASS

[View →](#)



NM

Please refer to the disclosure slide of this presentation for more information.

If you have any questions regarding your account, please contact Client Services at (877) 930-5213.

- [Dashboard](#)
- [Accounts](#)
- [Transactions](#)
- [Fund Info](#)
- [On Demand Reports](#)
- [Help Center](#)

Investor Details: Sample Account CA-01-0000

Profile




Address
Mailing Address: 550 S. Hope Street, Suite 560
Los Angeles, CA 90071

Relationship Manager
Name: John Smith
Phone Number: (XXX) XXX-XXXX
Email Address: john.smith@californiaclass.com

Other Info
Tax ID: 00-000000
Fiscal Year End: 09/30
Entity Type: Test Account

Contacts

Excel PDF Search:

Name	Permission
 Claire Johnson (XXX) XXX-XXXX cjohnson@abccounty.org	Authorized Signer
 Tom Bell (XXX) XXX-XXXX tbell@abccounty.org	Read Only
 Sam Taylor (XXX) XXX-XXXX staylor@abccounty.org	Authorized Signer

Please refer to the disclosure slide of this presentation for more information.

If you have any questions regarding your account, please contact Client Services at (877) 930-5213.



RW

- [Dashboard](#)
- [Accounts](#)
- [Transactions](#)
- [Fund Info](#)
- [On Demand Reports](#)
- [Help Center](#)

Withdrawal

Move funds from one of your subaccounts to a pre-approved bank account. Transactions need to be requested by 2:00 p.m. ET.

Transaction Date	02/01/2022		
From Subaccount	CA-01-0000-4001 (\$3,945,266.23 California CLASS Prime)		
Transaction Amount Type	Transaction Amount		
Dollars	45,647		
Payment Method (Select One)	<input checked="" type="radio"/> ACH ACH withdrawals arrive at the receiving bank on the next business day.		
	<input type="radio"/> Wire Withdrawals by wire arrive at the receiving bank on the same day as requested. Wires are released every hour until the cut-off time noted above.		
Bank Account	123456: Wells Fargo		
Bank Memo	35 characters left	Internal Memo	255 characters left
Optional		Optional	

This information will be included in the wire instructions sent to the receiving bank. This information will only be displayed on your transaction confirmation.

Summary

FROM SUBACCOUNT

California CLASS Prime
 CA-01-0000-4001
 Current Available Balance: \$3,945,266.23
 Current NAV: \$1.00

DEPOSIT INTO

WELLS FARGO
 Account Number: 123456
 ABA: 121000248
 FFC: Sample

Dollars: \$45,647

[VERIFY →](#)

Please refer to the disclosure slide of this presentation for more information.



RW

- Dashboard
- Accounts
- Transactions
- Fund Info
- On Demand Reports
- Help Center

Participant-to-Participant Transfer

Move funds to another Participant's account; transactions must be requested by 2:00 p.m. ET for same-day transfer of funds.

Before Participant-to-Participant transfers can be made, the recipient's subaccount must be linked. If you have questions or would like to make changes to your Participant-to-Participant settings, please contact Client Services.

Transaction Date

03/9/2021

From Subaccount

CA-01-0000-4001 (\$3,945,266.23 General Funds California CLASS)

To Participant(s)

Search:

Account	Amount	Internal Memo
California CLASS Prime 123 Village CA-01-0000-1234	\$ 3,000	Village sample memo
California CLASS Prime 456 School District CA-01-0000-4567	\$ 2,500	School district sample memo

Summary

FROM SUBACCOUNT		
California CLASS Prime OH-01-0000-4001	Current Available Balance: \$3,945,266.23	
TO PARTICIPANT(S)		
California CLASS Prime 123 Village OH-01-0000-1234 Village sample memo		\$3,000.00
California CLASS Prime 456 School District OH-01-0000-4567 School district sample memo		\$2,500.00
Transfer Total:		\$5,500.00

VERIFY →

Please refer to the disclosure slide of this presentation for more information.

RW

Fund Info

From Date

02/17/2021

To Date

02/19/2021

Custom Range

10/15/2021 - 11/15/2021

Fund

All

Prime

Historical Fund Data

Excel

PDF

Search:

As of Date	Fund Name	NAV	Shares	Fund Balance	Dividend Rate	Daily Yield	7-Day Yield	30-Day Yield	Details
02/17/2021	California CLASS Prime	\$1.0000004	XX,XXX,XXX,XXX	\$XX,XXX,XXX,XXX,XX	0.000002339027	0.0854%	0.0863%	0.0862%	VIEW
02/18/2021	California CLASS Prime	\$1.000131	XX,XXX,XXX,XXX	\$XX,XXX,XXX,XXX,XX	0.00000016932	0.0853%	0.0862%	0.0862%	VIEW
02/19/2021	California CLASS Prime	\$1.000131	XX,XXX,XXX,XXX	\$XX,XXX,XXX,XXX,XX	0.00000016932	0.0853%	0.0862%	0.0862%	VIEW

Please refer to the disclosure slide of this presentation for more information.

If you have any questions regarding your account, please contact Client Services at (877) 930-5213.

California CLASS—
Prime Fund Yield

California
CLASS

2023 Daily Yield

California CLASS	LAIIF
2/3/2023 – 4.713%	2.51%

Focus on Finance

CSDA Investment Policy Review for Districts

CSDA Member Benefit Programs
Save Time & Money

FREE Investment Policy Review & Sample

SPECIAL DISTRICT INVESTMENT POLICY

IT'S NEVER TOO EARLY TO GET STARTED

Free CSDA Sample Investment Policy

California Special District Association
 CSDA
 Public Safety • Fire • Water • Sewer • Gas

WHO CAN PARTICIPATE?

Counties
 Cities
 Special Districts
 Joint Powers Authorities
 Educational Entities
 Transportation Commissions

Participation is available to any California public agency under California Government Code 66500 and 65097.

PERMISSIBLE INVESTMENTS

Investments are made in accordance with California Government Code Section 53601 and the California CLASS Investment Policies.

Permissible Investments	Prime & Enhanced Cash Portfolios
U.S. Treasury Securities	<input checked="" type="checkbox"/>
Repurchase Agreements	<input checked="" type="checkbox"/>
U.S. Government Agencies	<input checked="" type="checkbox"/>
Certificates of Deposit	<input checked="" type="checkbox"/>
Highly-Rated Commercial Paper	<input checked="" type="checkbox"/>

How to Join California CLASS



Scan to
get started!

Under applicable California Government Code, California public agencies may invest in shares of beneficial interest issued by a joint powers authority.

- 1 Read the applicable Information Statements
- 2 Submit your completed California CLASS Registration Packet to our Client Service Team via email or fax at (877) 930-5214.
- 3 After the approval of the above documents, your public agency will receive confirmation that your account has been accepted as a California CLASS Participant.

Questions?

Thank You!

neilm@csda.net
rckw@csda.net

916.442.7887
csda.net



DATE: 2/13/2023
TO: Finance Committee Board
FROM: Catherine Merrifield, District Accountant
SUBJECT: Review of Draft Finance Manual

Report in Brief

Staff initiated work on a draft Finance Manual that to define work processes and procedures and help cross-train staff on accounting tasks associated with the District Accountant. Over the next few months, staff will present sections of the Finance Manual to the Finance Committee to gather feedback and direction from the committee on improvements that should be made before presenting to the full Board for consideration.

This will be a living document subject to changes as procedures evolve. The Finance Manual will have sections on:

- Income,
- Payroll and Payroll Taxes, and Payroll Liabilities (Benefits and Garnishments/Child Support),
- Accounts Payable,
- Deposits to the County (Auditor's Certificate) and County Journals,
- Monthly BOD Finance Reports,
- End of Year Closing Procedures, and
- Other topics as they are identified.

Today staff will be presenting the Paying Payroll Taxes. Staff has cross-trained another member of staff on the processes involved with payroll and vendor check batch runs. However, this cross-trained staff does not complete these tasks regularly and may be forgotten over time. The Finance Manual can help fill in the gaps of understanding of the numerous processes required to complete extremely important tasks in a timely manner. We seek BOD feedback for the document as an educational tool for staff and also to provide insight into internal systems.

Recommendation: Review and provide feedback on process.

Attachments:

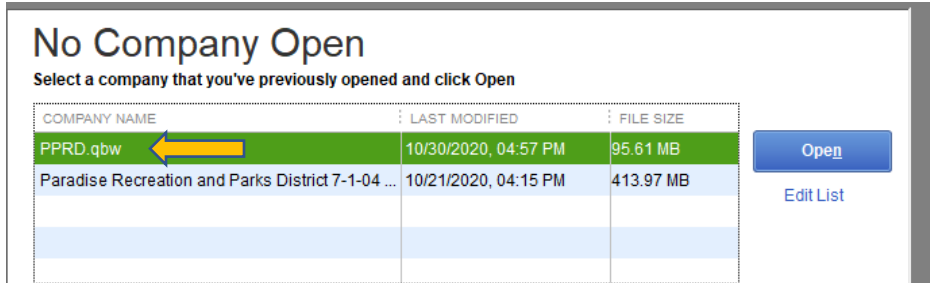
- A. Paying Payroll Taxes

Document1
2/14/2023

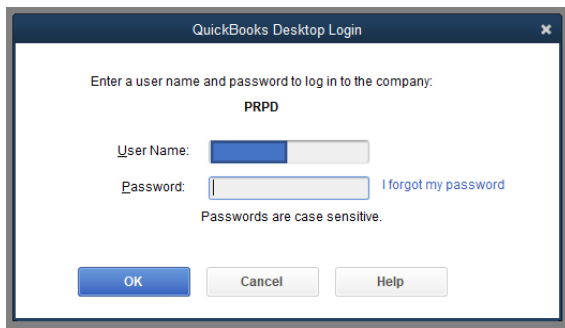
Paying Payroll Taxes

Open QuickBooks

Double click on PPRD.qbw

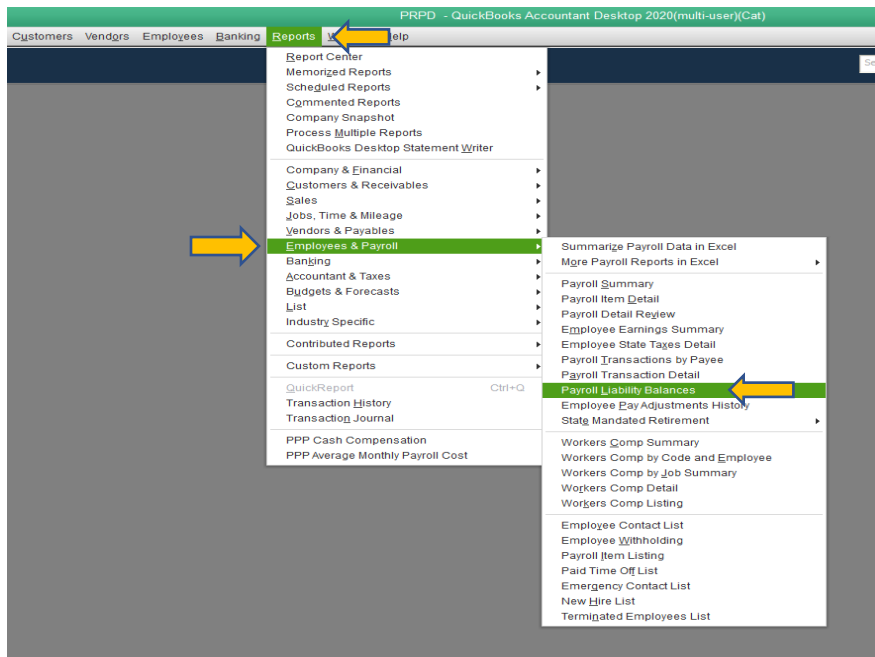


Log in with Username and Password.



Payroll taxes must be paid two days after the payday.

Click on "Reports" a drop-down menu will appear move your mouse down to "Employees & Payroll", a second drop-down menu will appear move your mouse to and click on "Payroll Liabilities Balances".



Change the dates to the date listed on the paychecks.

PRPD
Payroll Liability Balances
January through October 2020

	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20	Aug 20	Sep 20	Oct 20	BALANCE
Payroll Liabilities											
Federal Withholding	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Medicare Employee	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Social Security Employee	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Medicare Company	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Social Security Company	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CA - Withholding	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CA - Disability Employee	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Medicare Employee Addl ...	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
457b Plan Emp.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CalPers 6.75% - EE portion	781.71	-615.11	-13.64	-102.11	189.55	-265.72	54.62	26.04	-136.53	1,299.79	1,218.60
CalPers 7% - EE portion	634.67	-724.26	-1.67	-20.42	-15.42	-0.02	-200.36	214.10	2.80	712.77	602.19
Dental Insurance (pre-tax)	471.99	0.00	0.00	0.00	0.00	-471.99	501.17	0.00	0.00	0.00	501.17
FSA - Healthsmart - (pre-t...	455.76	303.84	303.84	303.84	303.84	-1,671.12	378.84	303.84	303.84	303.84	1,290.36
Health BS Access+ - (pre-...	563.89	-563.89	0.00	-2,256.27	1,127.78	1,127.78	-53.71	-1,566.58	1,127.78	1,057.11	563.89
Health Pers Choice - (pre-...	430.59	-430.59	-343.57	343.57	861.18	-573.02	-609.18	-1,301.94	861.18	-662.79	-1,424.57
Health PERS Select - (pre-...	1,706.91	-798.48	-908.43	0.00	6,013.90	-2,473.00	-6,780.64	1,617.74	7,210.58	-1,645.10	3,943.48
Life insurance (pre-tax)	30.21	-30.21	-20.74	0.04	0.04	0.04	66.62	0.04	0.04	0.04	48.12
Vision Insurance (pre-tax)	0.00	0.00	0.00	0.00	0.03	-0.03	78.14	0.03	0.03	0.03	78.23
CalPers 10.484% - Co port...	871.68	-1,013.42	-2.28	-28.18	-21.27	0.02	-2,497.08	-1,684.58	-978.00	1,067.52	-4,285.59
CalPers 7.732% - Co portion	881.95	-587.85	34.58	-56.98	244.82	41.95	-2,124.97	-2,279.27	-1,360.73	1,542.77	-3,663.73
Total Payroll Liabilities	6,829.36	-4,459.97	-951.91	-1,816.51	8,704.45	-4,285.11	-11,186.55	-4,670.58	7,030.99	3,675.98	-1,129.85

Print two copies of this report.

PRPD
Payroll Liability Balances
November 4, 2020

	BALANCE
Payroll Liabilities	
Federal Withholding	1,545.00
Medicare Employee	450.62
Social Security Employee	1,926.87
Medicare Company	450.62
Social Security Company	1,926.87
CA - Withholding	410.55
CA - Disability Employee	310.78
Medicare Employee Addl Tax	0.00
457b Plan Emp.	300.00
CalPers 6.75% - EE portion	1,168.74
CalPers 7% - EE portion	710.70
Dental Insurance (pre-tax)	501.17
FSA - Healthsmart - (pre-tax)	151.92
Health BS Access+ - (pre-tax)	563.89
Health Pers Choice - (pre-tax)	430.59
Health PERS Select - (pre-tax)	3,943.48
Life insurance (pre-tax)	66.58
Vision Insurance (pre-tax)	78.11
CalPers 10.484% - Co portion	1,064.42
CalPers 7.732% - Co portion	1,365.73
Total Payroll Liabilities	17,366.84

Add CA - Withholding and CA - Disability Employee together

PRPD Payroll Liability Balances November 4, 2020		<i>State</i>
	BALANCE	
Payroll Liabilities		
Federal Withholding	1,545.00	
Medicare Employee	450.62	
Social Security Employee	1,926.87	
Medicare Company	450.62	
Social Security Company	1,926.87	
CA - Withholding	410.55	} 721.33
CA - Disability Employee	310.78	
Medicare Employee Addl Tax	0.00	
457b Plan Emp.	300.00	
CalPers 6.75% - EE portion	1,168.74	
CalPers 7% - EE portion	710.70	
Dental Insurance (pre-tax)	501.17	
FSA - Healthsmart - (pre-tax)	151.92	
Health BS Access+ - (pre-tax)	563.89	
Health Pers Choice - (pre-tax)	430.59	
Health PERS Select - (pre-tax)	3,943.48	
Life insurance (pre-tax)	66.58	
Vision Insurance (pre-tax)	78.11	
CalPers 10.484% - Co portion	1,064.42	
CalPers 7.732% - Co portion	1,365.73	
Total Payroll Liabilities	17,366.64	

Add Medicare Employee and Medicare Company together. Add Social Security Employee and Social Security Company together. Then add the totals of Medicare, Social Security, and Federal Withholding together.

PRPD Payroll Liability Balances November 4, 2020		<i>Fed</i>	<i>6299.98</i>
	BALANCE		
Payroll Liabilities			
Federal Withholding	1,545.00		
Medicare Employee	450.62		
Social Security Employee	1,926.87	} 3853.74	} 901.24
Medicare Company	450.62		
Social Security Company	1,926.87		
CA - Withholding	410.55		
CA - Disability Employee	310.78		
Medicare Employee Addl Tax	0.00		
457b Plan Emp.	300.00		
CalPers 6.75% - EE portion	1,168.74		
CalPers 7% - EE portion	710.70		
Dental Insurance (pre-tax)	501.17		
FSA - Healthsmart - (pre-tax)	151.92		
Health BS Access+ - (pre-tax)	563.89		
Health Pers Choice - (pre-tax)	430.59		
Health PERS Select - (pre-tax)	3,943.48		
Life insurance (pre-tax)	66.58		
Vision Insurance (pre-tax)	78.11		
CalPers 10.484% - Co portion	1,064.42		
CalPers 7.732% - Co portion	1,365.73		
Total Payroll Liabilities	17,366.64		

Open the "ACH form B" template in Excel. Fill in all lines highlighted in yellow except for the Authorized by. That line is for the signature of either the Assistant District Manager or the District Manager

ACH TRANSFER REQUEST FORM B
TO BE USED WHEN NOTIFYING TREASURER OF AGENCY GENERATED ACH DEBIT
This completed form must arrive at the Treasurer's office no later than 2 business days prior to the transaction date - failure to do so could result in a delayed payment by US Bank.

FROM (Dept): PARADISE RECREATION & PARK	Amount to Transfer: <input type="text"/>
Contact Name: <input type="text"/>	Anticipated Payable Date: <input type="text"/> <small>date request should be paid</small>
Phone #: 530-872-6393	
Agency Tax ID #: 925 0201 2	Purpose of Transfer: DE 88 PAYROLL TAX
Verification #: <input type="text"/>	Date: <input type="text"/> <small>date form is sent to Treasury</small>

County of Butte Auditor-Controller Accounting Transaction Journal
TO BE COMPLETED BY GENERATING DEPT/DISTRICT

ACCOUNT TITLE	FUND/BUDGET UNIT	ACCT NUMBER	T/C	DEBIT	CREDIT
ACH ISSUING FUND:					
FUND TITLE: COUNTY WARRANT CLEARING					
CASH					
CHECKS PAYABLE					
FUND TO BE CHARGED:					
FUND TITLE: PRPD					
WARRANTS PAYABLE	2510	220001			-
SALARIES & BENEFITS	25100000	510000		-	
TOTALS:				0.00	0.00

Date Prepared:

Prepared by: Authorized by:
MUST BE AUTHORIZED AND SIGNED w/ SIGNATURE OR FOLG W/ AID & TRS

TO BE COMPLETED BY BUTTE COUNTY TREASURER IN BLUE INK

Actual paid date:

Electronic Check #: 2510-

Amount: \$ -

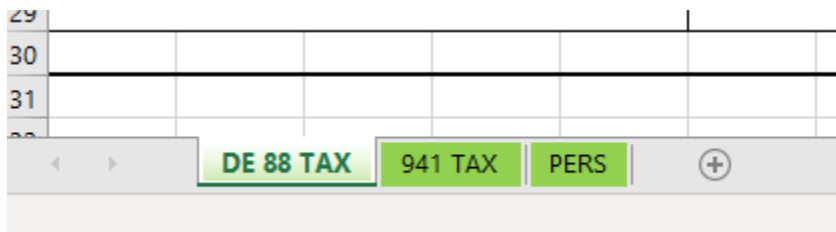
Verified By:

Original Stamp

AUDITOR APPROVAL

Approved by: DATE: ACH No.
Auditor/Deputy Assigned by Auditor

There are three tabs at the bottom of the Excel screen. DE 88 TAX is for the State Payroll Taxes, 941 TAX is for the Federal Payroll Tax, and PERS is for ACH payment to CalPERS. Use the appropriate tab for the Payroll tax you will be paying.



Example of completed State Payroll Tax Form B

ACH TRANSFER REQUEST FORM B
 TO BE USED WHEN NOTIFYING TREASURER OF AGENCY GENERATED ACH DEBIT
 This completed form must arrive at the Treasurer's office no later than 2 business days prior to the transaction date - failure to do so could result in a delayed payment by US Bank.

FROM (Dept): PARADISE RECREATION & PARK	Amount to Transfer: \$ 721.33
Contact Name: [REDACTED]	Anticipated Payable Date: 11/6/20 <small>(date request should be paid)</small>
Phone #: 530-872-8383	
Agency Tax ID #: [REDACTED]	Purpose of Transfer: DE 88 PAYROLL TAX
Verification #: [REDACTED]	Date: 11/4/2020 <small>(date form is sent to Treasury)</small>

County of Butte Auditor-Controller Accounting Transaction Journal					
TO BE COMPLETED BY GENERATING DEPT/DISTRICT					
ACCOUNT TITLE	FUND/BUDGET UNIT	ACCT NUMBER	T/C	DEBIT	CREDIT
ACH ISSUING FUND:					
FUND TITLE: COUNTY WARRANT CLEARING					
CASH					
CHECKS PAYABLE					
FUND TO BE CHARGED:					
FUND TITLE: PRPD					
WARRANTS PAYABLE	2510	220001			721.33
SALARIES & BENEFITS	25100000	510000		721.33	
TOTALS:				721.33	721.33

Date Prepared: 11/4/2020

Prepared by: [REDACTED] Authorized by: [REDACTED]

MUST BE AUTHORIZED ACH SIGNER W/ SIGNATURE OR FILE W/ AID & TRS

TO BE COMPLETED BY BUTTE COUNTY TREASURER IN BLUE INK

Actual paid date: _____

Electronic Check #: 2510- [REDACTED]

Amount: \$ 721.33

Verified By: _____

Original Stamp

AUDITOR APPROVAL

Approved by: _____ <small>Auditor/Deputy</small>	DATE: _____	ACH No. _____ <small>Assigned by Auditor</small>
---	-------------	---


Once the Form B is complete, save and print a copy to be signed by the Assisant District Manager or the District Manager. After one of them signs it scan it to your file on the sever and email the file to Butte County's tresurers office (TRS - TreasuryRequest TRS-TreasuryRequest@buttecounty.net). The Form B must be sent two days before the anstiapated payable date.

Open an internet browser. Navigate to the EDD website, eddservices.edd.ca.gov. click on “e-Services for Business”

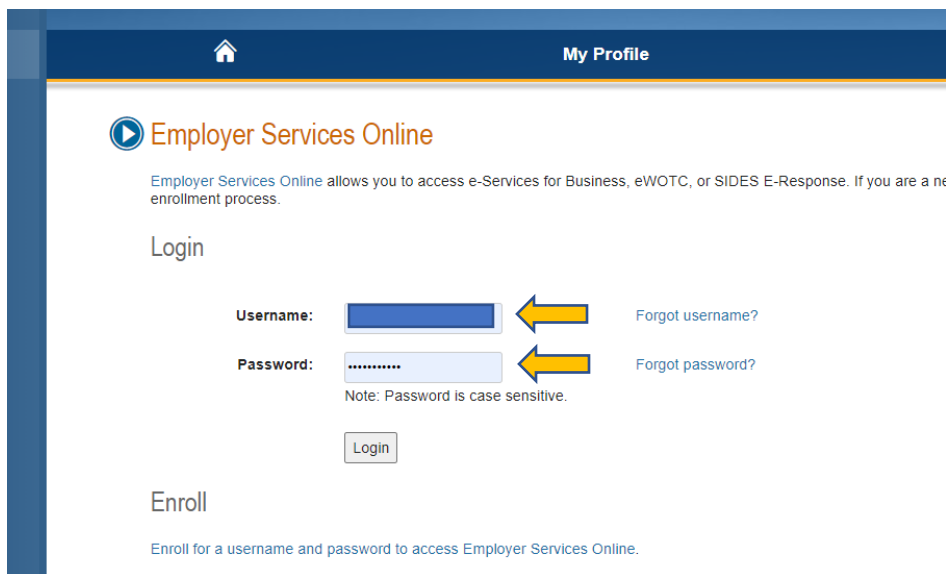
Employer Services Online

With [Employer Services Online](#), you only have to enroll once to have access to the service.

Select one of the following:

- [e-Services for Business](#):  Allows employers, payroll agents, and tax representatives a fast, easy, and secure way to access services 24 hours a day, 7 days a week. [Learn more about e-Services for Business.](#)
- [eWOTC](#): Allows employers to submit the Work Opportunity Tax Credit (WOTC) Request for Certification. [Learn more about eWOTC.](#)
- [SIDES E-Response](#): Allows employers a quick and timely way to respond to the *Notice of Unemployment Response*.

Enter the user name and password.



The screenshot shows the Employer Services Online login page. At the top, there is a dark blue navigation bar with a home icon and the text "My Profile". Below the navigation bar, the page title "Employer Services Online" is displayed with a play button icon. A brief description states: "Employer Services Online allows you to access e-Services for Business, eWOTC, or SIDES E-Response. If you are a new user, you must complete the enrollment process." The "Login" section contains a "Username:" label, a text input field, a "Forgot username?" link, a "Password:" label, a password input field, a "Forgot password?" link, and a "Note: Password is case sensitive." Below the password field is a "Login" button. The "Enroll" section is partially visible at the bottom, with the text "Enroll for a username and password to access Employer Services Online."

Click on "Make a Payment"

https://eddservices.edd.ca.gov/tap/secure/eservices/_/#6

e-Services FAQs e-Services Tutorials Contact Payroll Taxes Employer Services Online My Profile

CA.GOV e-Services for Business

PARADISE RECREATION & PARK DISTRICT

0168-8446976
6626 SKYWAY
PARADISE CA 95969-3956

Welcome,
You last logged in on Wednesday, Nov
Manage

Summary Action Center ² Settings More...

PARADISE RECREATION & PARK DISTRICT

0168-8446976
6626 SKYWAY
PARADISE CA 95969-3956
Action Center Items ¹

I Want To

- > View My FEIN
- > Register a New Account (DE 1)
- > Upload a Bulk Payment File
- > Upload a Bulk Return File

Employment Tax

PARADISE RECREATION & PARK DISTRICT
6626 SKYWAY
PARADISE CA 95969-3956
Action Center Items ¹

Account

925-0201-2
Balance
\$629.50

- > Make a Payment
- > Manage Periods and Returns
- > View My Payments
- > View My Refunds

Account Management

- > Get My UI Rate
- > Update Account Information
- > Close Account

Click on "Make a Payroll Tax Deposit (DE 88)"

https://eddservices.edd.ca.gov/tap/secure/eservices/_/#7

e-Services FAQs e-Services Tutorials Contact Payroll Taxes Employer Services Online My Profile

CA.GOV e-Services for Business

PARADISE RECREATION & PARK DISTRICT

Important: ACH Debit electronically debits your bank account. Payments submitted before 3 p.m., Pacific Time, Monday-Friday (except holidays) will have an effective date of the next business day.

ACH Debit Payment

- Make a Payroll Tax Deposit (DE 88)**
- Make an Account Payment
- Make a Payment Using a Letter ID

Used to report and pay current Unemployment Insurance (UI), Employment Training Tax (ETT), State Disability Insurance (SDI), and Personal Income Tax (PIT) to the EDD.

Used to pay an outstanding account liability for one or more periods.

Used to pay a specific liability using information from a letter voucher.

Credit Card

- Credit Card Payment

Select this link to make a payment by visiting the ACI Payments, Inc. website. Payments are subject to a 2.3 percent convenience fee. Your payment is effective on the date you charge it, as long as the transaction is completed by 12 midnight, Pacific Time.

Contact EDD Conditions of Use Privacy Policy Accessibility CA.gov

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Select the "Period Ending" date that is the end of quarter date for the payroll date that is in that quarter. Then click "Next".

e-Services FAQs e-Services Tutorials Contact Payroll Taxes Employer Services Online My Profile

CA.GOV e-Services for Business

< Payment Method

e-Services Payment Request **\$0.00**
Employment Tax Payment Amount
925-0201-2
PARADISE RECREATION & PARK DISTRICT

Make a Payment

DE 88 Validation

Payment Period ←

Period Ending *

30-Sep-2022

31-Dec-2022

31-Mar-2023

Cancel < Previous **Next** >

Change the "Bank Debit Date" to the anticipated date you indicated on the form B to the county. Enter the total amount owed from the Payroll Liability Balance print out, in the "Amount and Confirm Amount" boxes. In the "Deposit Schedule" drop down box select "Semiweekly". Enter the payroll date in the "Pay date (Date Wages Were Paid)"

https://eddservices.edd.ca.gov/tap/secure/eservices/_/#10

Make a Payment

DE 88 Validation Payment Information

Payment Source

Option

Default New

Payment

Standard

Bank Debit Date
18-Nov-2022

Amount *
Required

Confirm Amount *
Required

Schedule and Pay Date

Deposit Schedule *

Monthly

Next-Day

Quarterly

Semiweekly

Pay Date (Date Wages Were Paid) *
Required

Payment Amounts

Unemployment Insurance
0.00

Employment Training Tax
0.00

State Disability Insurance
0.00

Personal Income Tax
0.00

Penalty and Interest

Penalty
0.00

Interest
0.00

Payment Total
0.00

Cancel < Previous **Next** >

In the "State Disability Insurance" box enter the "CA – Disability Employee" amount found on the Payroll Liability Balances print out. In the "Personal Income Tax" box enter the "CA – Withholding" found on the same print out. The "Payment Total" should equal the amount you entered in the "Amount" box. Click on "Next".

	BALANCE
Payroll Liabilities	
Federal Withholding	1,545.00
Medicare Employee	450.62
Social Security Employee	1,926.87
Medicare Company	450.62
Social Security Company	1,926.87
CA - Withholding	410.55
CA - Disability Employee	310.78
Medicare Employee Addl Tax	0.00

If all the information is correct, click on "Submit".

URL: https://e-services.edd.ca.gov/employer/employer/.../1

e-Services FAQs | e-Services Tutorials | Contact Payroll Taxes | Employer Services Online | My Profile

CA .GOV e-Services for Business

< Payment Method

e-Services Payment Request **\$1,979.12**
Payment Amount

Employment Tax
925-0201-2
PARADISE RECREATION & PARK DISTRICT

Make a Payment

DE 88 Validation | Payment Information | Review

Account Information

Name	: PARADISE RECREATION & PARK DISTRICT
Account ID	: 925-0201-2
Filing Period	: 31-Dec-2022

Payment Information

Bank Routing #	: 121122676
Bank Account #	: ****9731
Payment Date	: 18-Nov-2022
Payment Amount	: \$1,979.12

Cancel | < Previous | Submit

Contact EDD | Conditions of Use | Privacy Policy | Accessibility | CA.gov

The Confirmation page will open, click on "Print."

< Payment Method

Confirmation

Payment Request Submitted

Thank you. Your ACH Debit payment has been successfully submitted to the EDD.



You may view, print, or withdraw this payment by clicking on the Submissions tab from your account, clicking on Submitted, then clicking on the link to your payment. Payments must be cancelled by 3 p.m., Pacific time, one day prior to the Bank Debit Date.

Note: Your payment may display as two entries in the **Submissions** tab once processed. One entry is your submitted request and the other is your processed payment.

Name: PARADISE RECREATION & PARK DISTRICT
ID Type: Account ID
ID: [REDACTED]
Submitted: 17-Nov-2022
Confirmation Number: 1-458-783-456
Payment Amount: [REDACTED]
Bank Name: [REDACTED]
Routing Number: [REDACTED]
Account Number: [REDACTED]
Payment Amount: [REDACTED]
Payment Date: 18-Nov-2022

Please review your bank statement to confirm that this transaction was successful.

You may print a copy for your records.

Print ←  

OK

Push the Ctrl and P buttons at the same time on your keyboard to print this page. Staple the copy to the Payroll Liabilities printout and a copy of the Form B to keep as supporting documents.

https://easervices.edd.ca.gov/ep/secure/eservices/_retrieve/0/0/_0c7gwmduf cgs

Thank you. Your ACH Debit payment has been successfully submitted to the EDD.

You may view, print, or withdraw this payment by clicking on the Submissions tab from your account, clicking on Submitted, the

Note: Your payment may display as two entries in the **Submissions** tab once processed. One entry is your submitted request and t

Payment request confirmation number is **0-397-646-624**

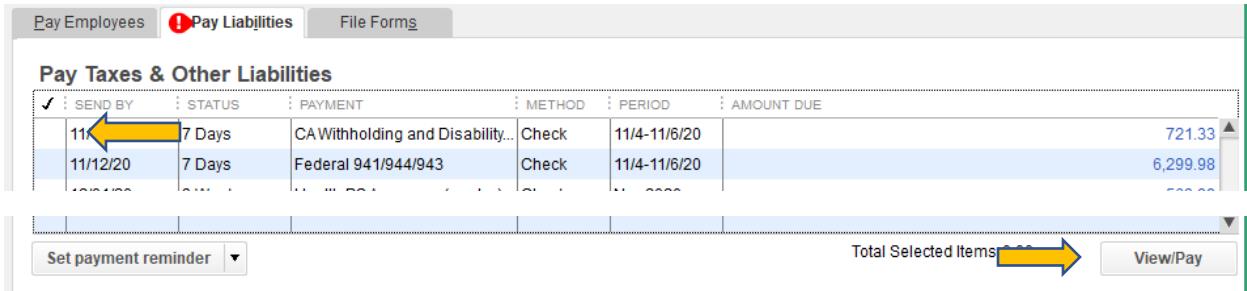
Paid For: Employment Tax 925-0201-2
PARADISE RECREATION & PARK DISTRICT
31-Dec-2020

Paid From: [REDACTED]
Payment Amount: 721.33
Bank Debit Date: 06-Nov-2020
Submitted Date: 05-Nov-2020

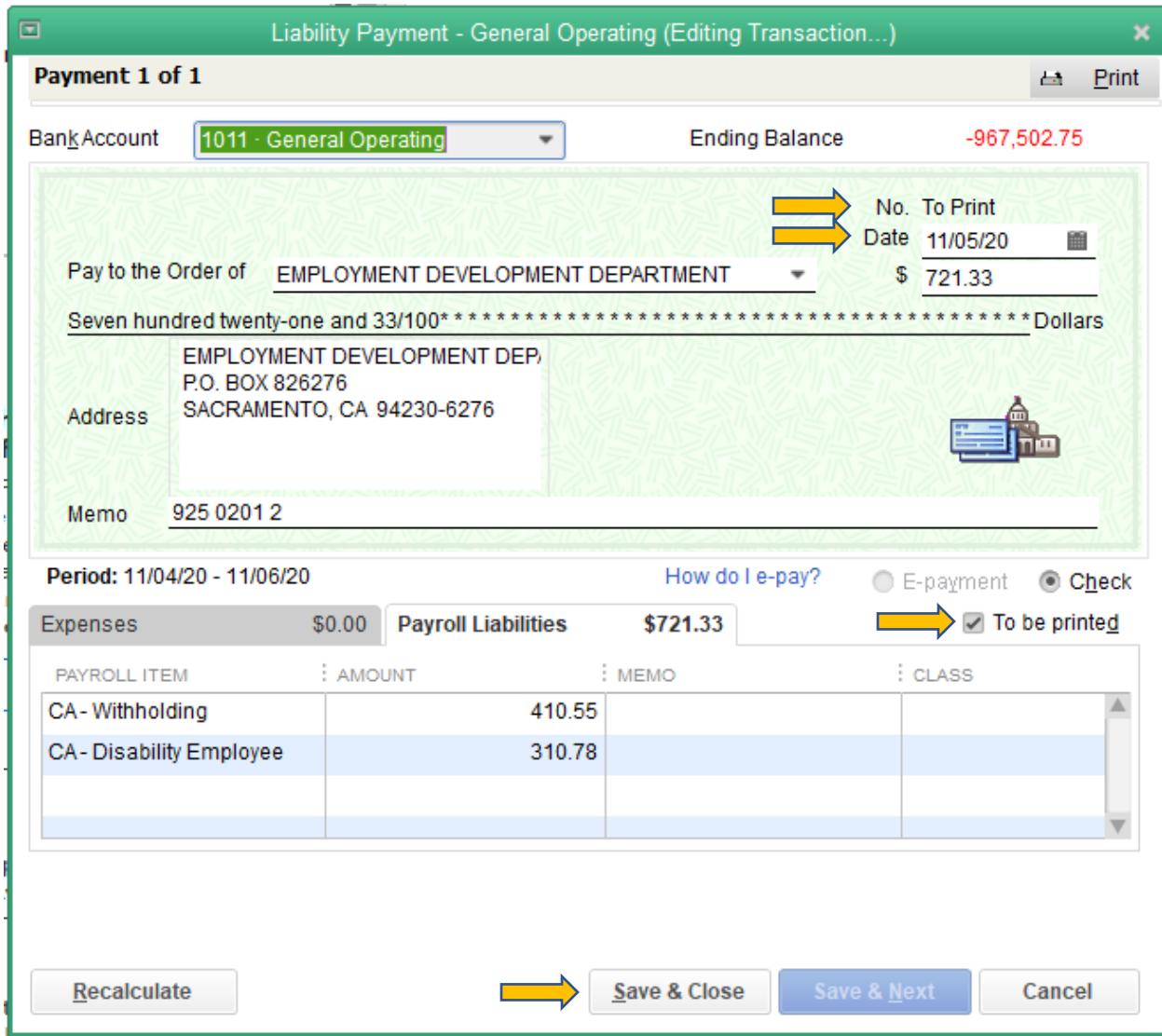
Please review your bank statement to confirm that this transaction was successful.

You may print a copy for your records.

Back to QuickBooks, select "CA Withholding and Disability" by clicking on the first box, in the "Pay Liabilities" tab. Click on "View/Pay".



Once the "Liability Payment" screen opens uncheck the "To be printed" box. Enter the check number used on the Form B in the "No." line, change the date to the date use on the Form B anticipated payable date, then click on "Save & Close".



After completing the Form B for the Federal Tax (941 Tax), open an internet browser. Navigate to the EFTPS website www.eftps.gov click on “Make A Payment”.

EFTPS
Electronic Federal Tax Payment System

HOME ENROLLMENT MY PROFILE PAYMENTS HELP & INFORMATION CONTACT US LOGIN

ABOUT EFTPS
HOW TO USE EFTPS
FAQ
WHAT'S NEW?
PRIVACY STATEMENT
ACCESSIBILITY STATEMENT

WELCOME TO EFTPS®

New to our site?
The Electronic Federal Tax Payment System® tax payment service is provided by the U.S. Department of the Treasury. After you've enrolled and received your credentials, you can pay any tax due to the Internal Revenue Service (IRS) using this system.

You asked, we listened!
The EFTPS® Web site was recently updated based on feedback from users like you. You can now:

- Receive your confirmation by email.
- Verify the bank account that will be used when making a payment
- Change the bank account used for a payment
- Self-select your PIN when creating an additional enrollment
- Terminate an enrollment you are no longer using

See [What's New](#) for complete details.

Please note: Your tax payment is due regardless of this Web site's availability. You can always make a tax payment by calling our voice response system at 1.800.555.3453. Follow the prompts to make your payment.

Enter the “EIN” the “PIN” and the “Internet Password” then click on “Login”.

EFTPS
Electronic Federal Tax Payment System

HOME ENROLLMENT MY PROFILE PAYMENTS HELP & INFORMATION CONTACT US LOGIN

LOGIN

When making a payment, you will select your own tax period and settlement date. A drop-down menu and a pop-up calendar are provided. Remember: You must schedule payments by 8 p.m. ET the day before the due date for your payment to be timely with the IRS.

Login

In order to make, view or cancel a Payment, you must first login.

Please enter your Employer Identification Number (EIN) or your Social Security Number (SSN), PIN, and Internet password in the fields below. If you do not have a PIN, please [enroll](#) first.

EIN (for Business) 94 - 6003009
or
SSN (for Individual) - - -
PIN ****
Internet Password *****
[Need a Password](#)

CANCEL LOGIN

WARNING!
You are using an Official United States Government System, which may be used only for authorized purposes. Unauthorized modification of any information stored on this system may result in criminal prosecution. The Government may monitor and audit the usage of this system, and all persons are hereby notified that the use of this system constitutes consent to such monitoring and auditing. Unauthorized attempts to upload information and/or change information on this web site are strictly prohibited and are subject to prosecution under the Computer Fraud and Abuse Act of 1986 and Title 18 U.S.C. Sec. 1001 and 1030.

Make sure the security lock is closed on your browser.

Home Enrollment My Profile Payments Help & Information Contact Us Login
USA.gov IRS.gov Treasury.gov

Electronic Federal Tax Payment System® and EFTPS® are registered servicemarks of the U.S. Department of the Treasury's Bureau of the Fiscal Service.

Type in 941 in the “Enter Tax Form Number” box. Click on “Next”.

EFTPS
Electronic Federal Tax Payment System

HOME ENROLLMENT MY PROFILE **PAYMENTS** HELP & INFORMATION CONTACT US LOGOUT

MAKE A TAX PAYMENT TAXPAYER NAME: PARADISE RECREATION & PARK DIST TIN: xxxxx3009

CANCEL A TAX PAYMENT

CHECK PAYMENT HISTORY

Tax Form Selection

Failure to pay employment taxes could result in a civil injunction or criminal prosecution, or in a responsible person being held personally liable for the trust fund portion of the taxes.

Please enter the number of the Tax Form you wish to pay, or select the Tax Form number from one of the drop-down lists. ?

ENTER TAX FORM NUMBER

or

SELECT A TAX FORM

Most Common Forms :

All forms in numeric order :

CLEAR FORM **NEXT** ▶

[Home](#) [Enrollment](#) [My Profile](#) [Payments](#) [Help & Information](#) [Contact Us](#) [Logout](#)

[USA.gov](#) [IRS.gov](#) [Treasury.gov](#)

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Select “Federal Tax Deposit” in the “Tax Type Selection”. Click on “Next”.

EFTPS
Electronic Federal Tax Payment System

HOME ENROLLMENT MY PROFILE **PAYMENTS** HELP & INFORMATION CONTACT US LOGOUT

MAKE A TAX PAYMENT TAXPAYER NAME: PARADISE RECREATION & PARK DIST TIN: xxxxx3009

CANCEL A TAX PAYMENT Payment - 941 Employers Federal Tax

CHECK PAYMENT HISTORY

Tax Type Selection

Please select a Tax Type: ?

Federal Tax Deposit

Balance due on return or notice

Payment Due On An Amended Or Adjusted Return

Offer in Compromise - Application Fee \$205

Offer in Compromise - 20% Initial Payment (Lump Sum Cash Offer)

Offer In Compromise – Accepted Offer

Offer in Compromise - Subsequent/Periodic Payment

Audit Adjustment

◀ PREVIOUS | **NEXT** ▶

[Home](#) [Enrollment](#) [My Profile](#) [Payments](#) [Help & Information](#) [Contact Us](#) [Logout](#)

[USA.gov](#) [IRS.gov](#) [Treasury.gov](#)

Electronic Federal Tax Payment System® and EFTPS® are registered servicemarks of the U.S. Department of the Treasury's Bureau of the Fiscal Service.

Enter the "Payment Amount", "Tax Period", "Year", and "Settlement Date" (the date used on the Form B anticipated payable date). Then click "Next".

EFTPS
Electronic Federal Tax Payment System

HOME | ENROLLMENT | MY PROFILE | **PAYMENTS** | HELP & INFORMATION | CONTACT US | LOGOUT

MAKE A TAX PAYMENT | TAXPAYER NAME: PARADISE RECREATION & PARK DIST | TIN: xxxxx3009

CANCEL A TAX PAYMENT | Payment - 941 Employers Federal Tax

CHECK PAYMENT HISTORY

Business Tax Payment

Please enter the tax period (quarter and year) and the settlement date in the fields below. A tax period drop-down menu and a pop-up settlement date calendar are provided for your convenience.

If you select the next business date for the funds to be electronically transferred from your account, you will not be able to cancel this payment. EFTPS requires at least 2 business days' notice to cancel a payment.

For fiscal year taxpayers, please enter the four-digit year in which your tax filing period ends.

Payments will be debited from the banking account associated with this enrollment (identified below). If you want to use a different account, click "Change Account" next to the payment.

Payment Amount: \$ 6299.98 (example: 1234.56)

Tax Period: Quarter: Q4

Year: 2020 (yyyy)

Settlement Date: 11/06/2020 (mm/dd/yyyy)

Account: CHECKING

CLEAR FORM | PREVIOUS | NEXT

Home | Enrollment | My Profile | Payments | Help & Information | Contact Us | Logout

USA.gov | IRS.gov | Treasury.gov





Electronic Federal Tax Payment System® and EFTPS® are registered servicemarks of the U.S. Department of the Treasury's Bureau of the Fiscal Service.

PRPD Payroll Liability Balances
November 4, 2020


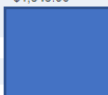



	BALANCE
Payroll Liabilities	
Federal Withholding	1,545.00
Medicare Employee	450.62
Social Security Employee	1,926.87
Medicare Company	450.62
Social Security Company	1,926.87
CA - Withholding	410.55

Handwritten annotations: Fed, 6299.98 (circled), 3853.74, 450.62, 901.24 (circled), 3853.74 + 450.62 + 901.24 = 6299.98

In the "Social Security" box enter the total of the "Social Security Employee/Company" found on the Payroll Liability Balances print out. In the "Medicare" box enter the total of the "Medicare Employee/Company" found on the same print out. In the "Tax Withholding" enter the "Federal Withholding" amount found on the same print out. The total of all three boxes should equal the amount you entered in the "Payment Amount" box. Click on "Next".

HOME	ENROLLMENT	MY PROFILE	PAYMENTS	HELP & INFORMATION	CONTACT US	LOGOUT
MAKE A TAX PAYMENT	TAXPAYER NAME: PARADISE RECREATION & PARK DIST				TIN: xxxxx3009	
CANCEL A TAX PAYMENT	Payment - 941 Employers Federal Tax					
CHECK PAYMENT HISTORY						
Sub Category Amounts						
For the tax form you have selected, please break down the amount being paid into one or more of the following Sub Categories. The total of Sub Category amounts must equal your Payment Amount: ?						
PLEASE NOTE						
Any amounts represented in the subcategories of Social Security, Medicare, and Income Tax Withholding are for informational purposes only.						
Tax Form Selected						
Tax Form	941 Employers Federal Tax					
Tax Type	Federal Tax Deposit					
Payment Amount	\$6,299.98					
Sub Category Amounts						
1 Social Security		\$	<input type="text" value="3853.74"/>			
2 Medicare		\$	<input type="text" value="901.24"/>			
3 Tax Withholding		\$	<input type="text" value="1545.00"/>			
			<input type="button" value="CLEAR FORM"/>	◀ PREVIOUS NEXT ▶		

Review the Information. If all is correct click on "Make Payment"

EFTPS						
Electronic Federal Tax Payment System						
HOME	ENROLLMENT	MY PROFILE	PAYMENTS	HELP & INFORMATION	CONTACT US	LOGOUT
MAKE A TAX PAYMENT	TAXPAYER NAME: PARADISE RECREATION & PARK DIST				TIN: xxxxx3009	
CANCEL A TAX PAYMENT	Verify Payment Information					
CHECK PAYMENT HISTORY	Please review all the information you have input before you click "Make a Payment." If you wish to make changes, click the "Previous" button below.					
PLEASE NOTE						
Any amounts represented in the subcategories of Social Security, Medicare, and Income Tax Withholding are for informational purposes only.						
Payment Information		Entered Data				
Taxpayer EIN	xxxxx3009					
Tax Form	941 Employers Federal Tax					
Tax Type	Federal Tax Deposit					
Tax Period	Q4/2020					
Payment Amount	\$6,299.98					
Settlement Date	11/06/2020					
Subcategories:						
1 Social Security	\$3,853.74					
2 Medicare	\$901.24					
3 Tax Withholding	\$1,545.00					
Account Number						
Account Type						
Routing Number						
Bank Name						
						
			◀ PREVIOUS MAKE PAYMENT			

Print a copy of the confirmation page by clicking on "Printer Friendly Version"

HOME	ENROLLMENT	MY PROFILE	PAYMENTS	HELP & INFORMATION	CONTACT US	LOGOUT
------	------------	------------	-----------------	--------------------	------------	--------

MAKE A TAX PAYMENT TAXPAYER NAME: PARADISE RECREATION & PARK DIST TIN: xxxxx3009

CANCEL A TAX PAYMENT

CHECK PAYMENT HISTORY

Deposit Confirmation

Your payment has been accepted.

Payment Successful

An EFT Acknowledgement Number has been provided for this payment. Please keep this number for your records.


REMINDER: REMEMBER TO FILE ALL RETURNS WHEN DUE!

EFT ACKNOWLEDGEMENT NUMBER:	270071155709910
-----------------------------	-----------------

PLEASE NOTE


Any amounts represented in the subcategories of Social Security, Medicare, and Income Tax Withholding are for informational purposes only.

Payment Information	Entered Data
Taxpayer EIN	xxxxx3009
Tax Form	941 Employers Federal Tax
Tax Type	Federal Tax Deposit
Tax Period	Q4/2020
Payment Amount	\$6,299.98
Settlement Date	11/06/2020
Subcategories:	
1 Social Security	\$3,853.74
2 Medicare	\$901.24
3 Tax Withholding	\$1,545.00
Account Number	[REDACTED]
Account Type	[REDACTED]
Routing Number	[REDACTED]
Bank Name	[REDACTED]




PRINTER FRIENDLY
VERSION

Thank You
FINISHED



WANT TO E-FILE?
CLICK HERE FOR
MORE INFORMATION



SAVE THIS PAGE

Staple the copy to the Payroll Liabilities printout and a copy of the Form B to keep as supporting docs.

Deposit Confirmation

Your payment has been accepted.

Payment Successful

An EFT Acknowledgement Number has been provided for this payment. Please keep this number for your records.

REMINDER: REMEMBER TO FILE ALL RETURNS WHEN DUE!

EFT ACKNOWLEDGEMENT NUMBER:	270071155709910
-----------------------------	-----------------

PLEASE NOTE

Any amounts represented in the subcategories of Social Security, Medicare, and Income Tax Withholding are for informational purposes only.

Payment Information	Entered Data
Taxpayer EIN	xxxxxx3009
Tax Form	941 Employers Federal Tax
Tax Type	Federal Tax Deposit
Tax Period	Q4/2020
Payment Amount	\$6,299.98
Settlement Date	11/06/2020
Subcategories:	
1 Social Security	\$3,853.74
2 Medicare	\$901.24
3 Tax Withholding	\$1,545.00

Back to QuickBooks, select “Federal 941/944/943” by clicking on the first box, in the “Pay Liabilities” tab. Click on “View/Pay”.

SEND BY	STATUS	PAYMENT	METHOD	PERIOD	AMOUNT DUE
11/12/20	7 Days	CA Withholding and Disability...	Check	11/4-11/6/20	721.33
11/12/20	7 Days	Federal 941/944/943	Check	11/4-11/6/20	6,299.98
12/01/20	3 Weeks	Health BS Access+ - (pre-tax)	Check	Nov 2020	563.89
12/01/20	3 Weeks	Health PERS Select - (pre-tax)	Check	Nov 2020	3,943.48
12/01/20	3 Weeks	FSA - Healthsmart - (pre-tax)	Check	Nov 2020	151.92
12/01/20	3 Weeks	Dental Insurance (pre-tax)	Check	Nov 2020	501.17
12/01/20	3 Weeks	Life insurance (pre-tax)	Check	Nov 2020	66.58

Total Selected Items: 0.00

Once the “Liability Payment” screen opens uncheck the “To be printed” box. Enter the check number used on the Form B in the “No.” line, change the date to the date use on the Form B anticipated payable date, then click on “Save & Close”.

Liability Payment - General Operating (Editing Transaction...)

Payment 1 of 1

Bank Account: 1011 - General Operating Ending Balance: -950,797.40

No. 51771
Date 11/06/20

Pay to the Order of: United States Treasury \$ 6,299.98

Six thousand two hundred ninety-nine and 98/100***** Dollars

Address: [Empty]

Memo: 94-6003009

Period: 11/04/20 - 11/06/20 How do I e-pay? E-payment Check

Expenses: \$0.00 Payroll Liabilities: \$6,299.98 To be printed

PAYROLL ITEM	AMOUNT	MEMO	CLASS
Federal Withholding	1,545.00		
Social Security Company	1,926.87		
Social Security Employee	1,926.87		

Buttons: Recalculate, Save & Close, Save & Next, Cancel

You’ve completed paying payroll taxes.