Step 2: Follow the instructions in Chapter 11 to enable manual payroll and set up payroll for Brittany's Yarns. Skip adding specific employee information at this time by selecting **Finish Later** when the *Set up your employees* window appears.

TASK 4: SAVE EXERCISE 11.1

Backup

Save a backup of your Exercise 11.1 file using the file name: **YourName Exercise 11.1 Backup.QBB**. See *Appendix B: Back Up & Restore QuickBooks Files* for instructions.

EXERCISE 11.2: WEB QUEST

Learn more about filing payroll Forms 940 and 941 by visiting the IRS website.

Step 1: Go to the www.irs.gov website.

Step 2: **Print** Form 941.

EXERCISE 11.3: WEB QUEST

Employers must give employees Form W-2 each year summarizing wages and withholdings for tax purposes. In addition, employers must file Form W-3 with the Social Security Administration. Form W-3 summarizes the payroll information provided on the W-2 forms.

To learn more about filing Form W-3, visit the IRS website.

Step 1: Go to the www.irs.gov website.

Step 2: **Print** Form W-3.