



EXERCISE 6.4: QUICKBOOKS PAYROLL SERVICES

To learn more about the payroll services offered by QuickBooks:

Step 1: Go to www.payroll.intuit.com. Read about QuickBooks payroll options and print the differences between QuickBooks Basic Payroll, Enhanced Payroll, and Full Service Payroll Services.

Step 2: Using word processing or email software, prepare and **print** a short email to Mr. Castle with your recommendation regarding which payroll service Rock Castle Construction should use.



EXERCISE 6.5: WEB QUEST

The IRS prepares Publication 15 (Circular E), Employer's Tax Guide, as well as other information about payroll taxes.

To view a copy of Forms 940 and 941 and instructions:

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

Step 2: Search the IRS site to find information about Form 940 and Form 941.

Step 3: **Print** blank Forms 940 and 941.



EXERCISE 6.6: WEB QUEST

When hiring individuals to perform work for a business, it is important to identify the status of the individual as either an employee or independent contractor. For an employee, your business must withhold taxes and provide a W-2. For an independent contractor, your business does not have to withhold taxes. Instead of a W-2, you provide a contractor with a Form 1099-MISC. To learn more about whether a worker is classified for tax purposes as an employee or independent contractor, visit the IRS website.

Step 1: Go to the www.irs.gov website and locate Publication 1779 that provides information about requirements to determine employee or independent contractor status.

Step 2: **Print** your search results.