

(for self prepared payroll)

# ROESNER | KENNEY TAX & ACCOUNTING

## Client Payroll Reporting Sheet

Questions ? (763) 753-5555  
(763) 210-9956

Pay Period Start Date: \_\_\_\_\_

Pay Period End Date: \_\_\_\_\_

Company: \_\_\_\_\_

Employee	Date Paid	Net Amount	Federal Tax	Social Sec Tax	Medicare Tax	State Tax	Officer Loan/Adv	Child Support	Other Garnish	Other Garnish Description

**This form must be sent back to Roesner | Kenney Tax & Accounting according to the schedule below:**

\* Monthly Depositor = Form is due the 5th day of the following month (i.e. for April taxes the form must be faxed or emailed by May 5th)

\* Quarterly Depositor = Form is due by the 5th day following the last quarter of the month (i.e. for Quarter 1, which ends on March 31st, the form must be faxed or emailed by April 5th)

**Forms can be sent via fax to (763) 753-6666 or email at [roesnertax@roesnertax.com](mailto:roesnertax@roesnertax.com)**

*Roesner | Kenney Tax & Accounting relies only on the information provided above to make and schedule payroll tax deposits for your organization. As such Roesner | Kenney Tax & Accounting cannot guarantee the accuracy or timeliness of these payroll tax deposit payments and assumes no liability for late or incorrect tax deposits.*