



Department of the Treasury
Internal Revenue Service
OGDEN, UT 84201

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To contact us	800-829-0115
Page 1 of 2	

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Important information about your federal deposit requirements

We determined your 2024 deposit requirements for Form 941

In October, we determined your deposit requirements for 2024 based on the total tax you reported on your Forms 941 for the quarterly periods beginning July 1, 2022, and ending June 30, 2023.

Quarter Ending	Liability for Quarter
Sept 30, 2022	\$18,231.34
Dec 31, 2022	9,834.50
Mar 31, 2023	3,687.52
June 30, 2023	5,736.32
Total	\$37,489.68

What you need to do

Monthly scheduled depositor

- You must deposit taxes on the **monthly** schedule because your total tax liability for the four quarters was \$50,000 or less.
- Monthly depositors must deposit the accumulated taxes for wages paid for any one month by the 15th day of the following month.
- If the tax amount we used to determine your deposit requirement differs from your tax records, then you should determine the appropriate deposit schedule.

Electronic deposit requirements

You are required to use electronic funds transfer (EFT), such as the Electronic Federal Tax Payment System (EFTPS), to make your federal tax deposits. If you mail a deposit instead of depositing electronically, we may assess a 10% penalty on each non-electronic deposit. If you have any questions or need to enroll, visit www.eftps.gov, or call EFTPS Customer Service 24 hours a day, 7 days a week, at 800-555-4477.

Put on
Schedule
2024 monthly

Change to monthly Schedule
in January