

July Checklist



□ File Tax Form 941

Complete By: 07/31/2024

- [File Tax Form 941](#), Employers Quarterly Federal Tax Return

□ Review Employee Personnel Files

Complete By: 07/31/2024

- Ensure that all required employee information files are completed
- All personnel files are confidential and must be kept in a secure place
- Confirm that the I-9 form is not located in the personnel folder
- Confirm that there are no medical documents in the personnel folder
 - Medical documents such as doctor-signed work excuse notes should be placed in a separate file