

All federal taxes will be paid through the EFTPS system and all state withholding taxes will be paid through LaTap. DO NOT Allow QuickBooks to try and send through E-pay.

If the taxes somehow want to be paid E-pay you need to change it to check method:

Steps to Change Payment Method to Check

1. **Open Payroll Center:** Go to **Employees** and select **Payroll Center**.
2. **Edit Payment Methods:** Navigate to the **Pay Liabilities** tab, then select **Other Activities > Change Payment Method**.
3. **Update Tax Schedule:** Choose the tax you want to change (e.g., Federal 941, State Taxes) and click **Edit**.
4. **Change Method:** Under the payment method dropdown, select **Check**.
5. **Save:** Click **Finish** to complete the change.

Once this has been done then:

## Pay Taxes &amp; Other Liabilities

✓	SEND BY	STATUS	PAYMENT	METHOD	PERIOD	AMOUNT DUE
✓	09/01/25	Overdue	LA Withholding	Check	Jul 2025	283.04
	12/31/25	Overdue	LA Withholding	Check	Nov 2025	254.51
	02/02/26	Overdue	LA Withholding	Check	Dec 2025	280.26
	02/11/26	Overdue	Federal 941/944/943	Check	2/4-2/6/26	1,618.60
	02/25/26	Overdue	Federal 941/944/943	Check	2/18-2/20/26	1,589.46

Make sure Method states Check

Set payment reminder ▼

Total Selected Items: 283.04

View/Pay

## Payment History

All Payments

E-Payments

DATE	TYPE	STATUS	CHECK N...	PERIOD ...	PAYEE	PAYMENT	ACCOU...	AMOUNT
10/16/2025	Check	Complete		10/17/2025	QuickBooks Pay...		Region...	5,762.99
10/10/2025	Check	Complete	eftps	09/19/2025	United States Tr...	Federal Withh...	Region...	1,656.42
10/02/2025	Check	Complete		10/03/2025	QuickBooks Pay...		Region...	6,093.80
09/30/2025	Check	Complete	eftps	09/05/2025	United States Tr...	Federal Withh...	Region...	1,586.04
09/18/2025	Check	Complete		09/19/2025	QuickBooks Pay...		Region...	6,080.71
09/15/2025	Check	Complete	eftps	08/08/2025	United States Tr...	Federal Withh...	Region...	1,608.86
09/15/2025	Check	Complete	eftps	08/22/2025	United States Tr...	Federal Withh...	Region...	1,614.54

Payment 1 of 1

Print

Bank Account **Regions Checking Account**

Ending Balance 26,083.18

Pay to the Order of **Louisiana Department of Revenue**

No. To Print  
Date **02/26/2026**  
\$ **283.04**

Two hundred eighty-three and 04/100\*\*\*\*\*Dollars

Address Louisiana Department of Revenue  
P.O. Box 201  
Baton Rouge, LA 70821

UnCheck "To be Printed"



Memo 5783394-001

Period: 07/01/25 - 07/31/25

How do I e-pay?

E-payment  Check

Expenses \$0.00

Payroll Liabilities \$283.04

To be printed

PAYROLL ITEM	AMOUNT	MEMO	CLASS
LA - Withholding	283.04		

Recalculate

Save & Close

Save & Next

Cancel

Payment 1 of 1

Print

Bank Account Regions Checking Account

Ending Balance 26,083.18

Change check number over to Debit or EFTPS

No. Debit  
Date 02/26/2026  
\$ 283.04

Pay to the Order of Louisiana Dep

Two hundred eighty-three and 04/100\*\*\*\*\*Dollars

Address Louisiana Department of Revenue  
P.O. Box 201  
Baton Rouge, LA 70821



Memo 5783394-001

Period: 07/01/25 - 07/31/25

How do I e-pay?

E-payment  Check

Expenses \$0.00

Payroll Liabilities \$283.04

To be printed

PAYROLL ITEM	AMOUNT	MEMO	CLASS
LA - Withholding	283.04		

Click Save and Close or Next

Recalculate

Save & Close

Save & Next

Cancel