

Whether you are paper filing or e-filing, you will go through our third-party tax company, Aatrix. Please find the instructions for the process below. Reminders - Form 941 should be submitted by the last day of the month following quarter end, i.e., 4th Quarter Form 941 is due by January 31st.

If you are new to Church Windows Payroll and you are creating the Form 941 for the first time, go to *Administration/Sys Info*, to fill in the church's information, including *Tax ID numbers*.

**Note: Most religious organizations are exempt from SUTA. Before printing ANY tax reports in Payroll, go to Special Functions, Settings, choose the Additional Tax Form Information tab, and put a check mark in the box labeled "This organization is exempt from Unemployment Insurance."**

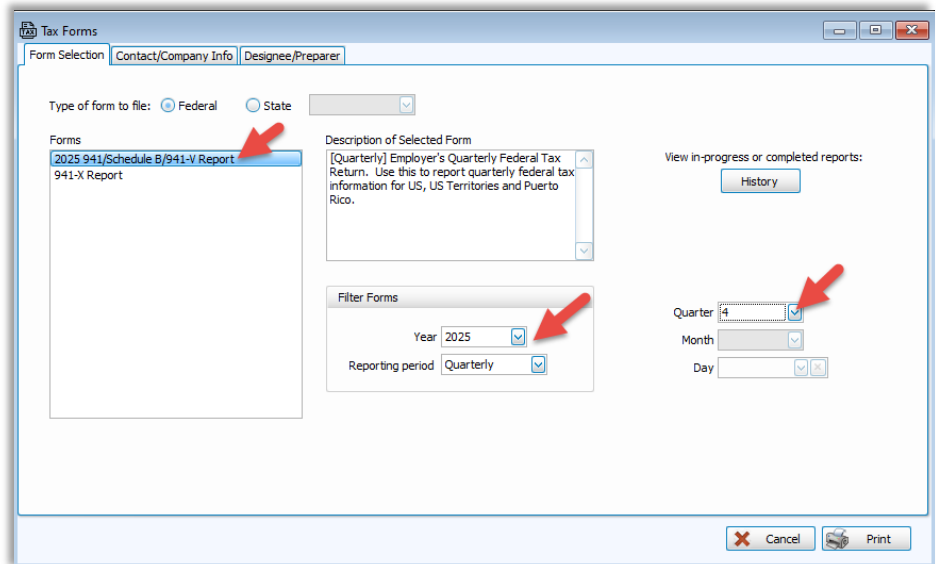
In Church Windows Payroll, go to *Reports/Export* at the top of the screen and select *Tax Reports>Tax Forms*.

**The example below is for the 4th Quarter of 2025, but applicable for any Quarter.**

From the Forms list, select *2025 941/Schedule B/941-V Report*.

Choose the *Year, Reporting Period, and Quarter*.

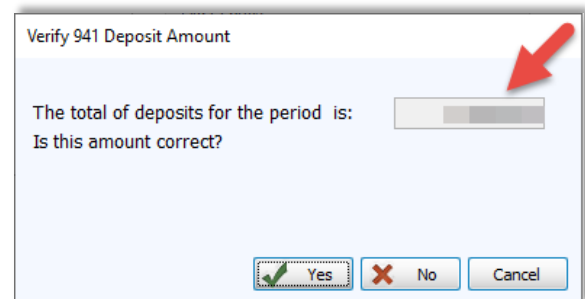
Click *Print*.



Verify 941 Deposit Amount. Click *Yes*

If the amount is different, click *No*. Enter the amount of your Deposit.

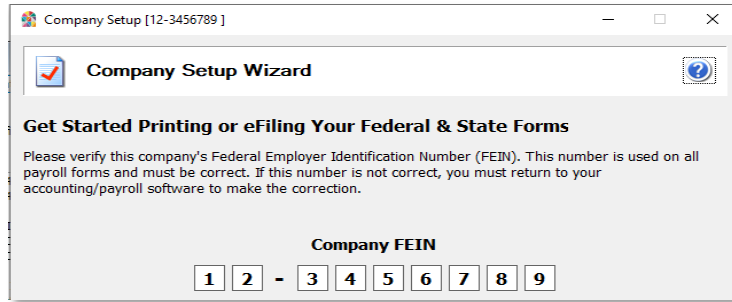
If you are a Quarterly Depositor and have not deposited, click *No*, and enter zero in the amount.



**\*\*Please Note:** If you are creating your Form 941 for the first time using Church Windows Payroll/Aatrix, you will fill in the following setup screens. Skip to the center of Page 3 if you have previously used the process.

You may be asked to verify your Company's FEIN; edit if necessary.

Click *Next*.



**Company Setup Wizard**

**Get Started Printing or eFiling Your Federal & State Forms**

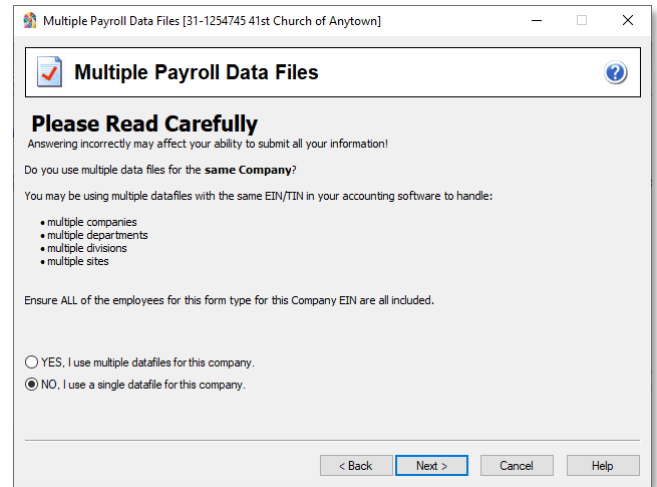
Please verify this company's Federal Employer Identification Number (FEIN). This number is used on all payroll forms and must be correct. If this number is not correct, you must return to your accounting/payroll software to make the correction.

**Company FEIN**

1 2 - 3 4 5 6 7 8 9

Click *No*, I use a single payroll datafile for this company, is typically what is chosen.

Click *Next*.



**Multiple Payroll Data Files**

**Please Read Carefully**

Answering incorrectly may affect your ability to submit all your information!

Do you use multiple data files for the **same Company**?

You may be using multiple datafiles with the same EIN/TIN in your accounting software to handle:

- multiple companies
- multiple departments
- multiple divisions
- multiple sites

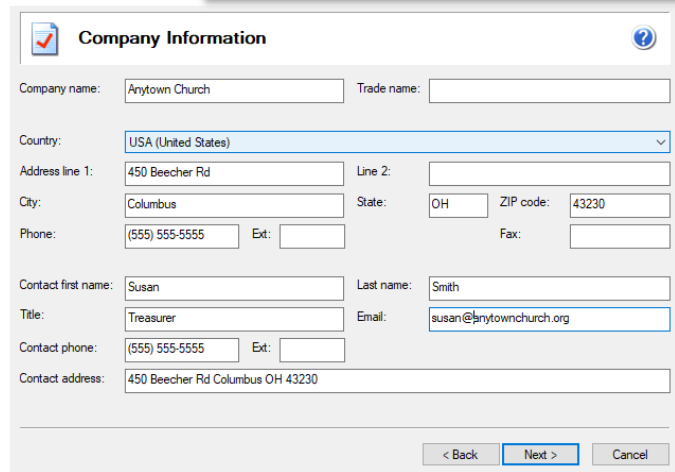
Ensure ALL of the employees for this form type for this Company EIN are all included.

YES, I use multiple datafiles for this company.

NO, I use a single datafile for this company.

< Back Next > Cancel Help

Enter your *Company Information*, click *Next*.



**Company Information**

Company name: Anytown Church Trade name:

Country: USA (United States)

Address line 1: 450 Beecher Rd Line 2:

City: Columbus State: OH ZIP code: 43230

Phone: (555) 555-5555 Ext:  Fax:

Contact first name: Susan Last name: Smith

Title: Treasurer Email: susan@anytownchurch.org

Contact phone: (555) 555-5555 Ext:

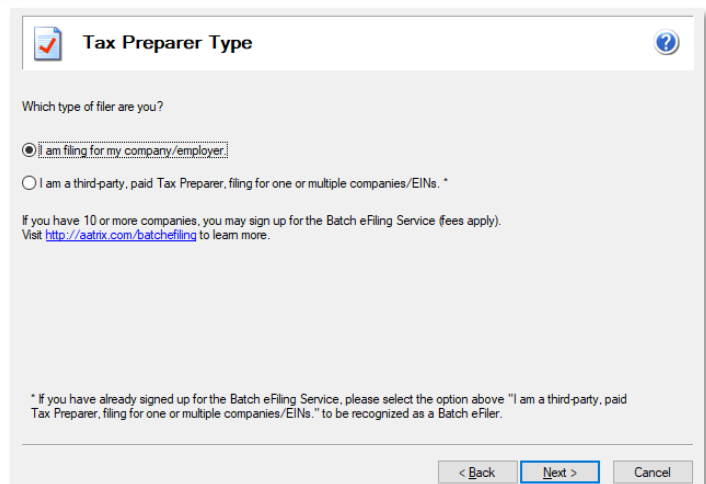
Contact address: 450 Beecher Rd Columbus OH 43230

< Back Next > Cancel

Indicate, *Which type of filer are you?*

*I am filing for my company/employer* is typically what is chosen.

Click *Next*.



**Tax Preparer Type**

Which type of filer are you?

I am filing for my company/employer.\*

I am a third-party, paid Tax Preparer, filing for one or multiple companies/EINs. \*

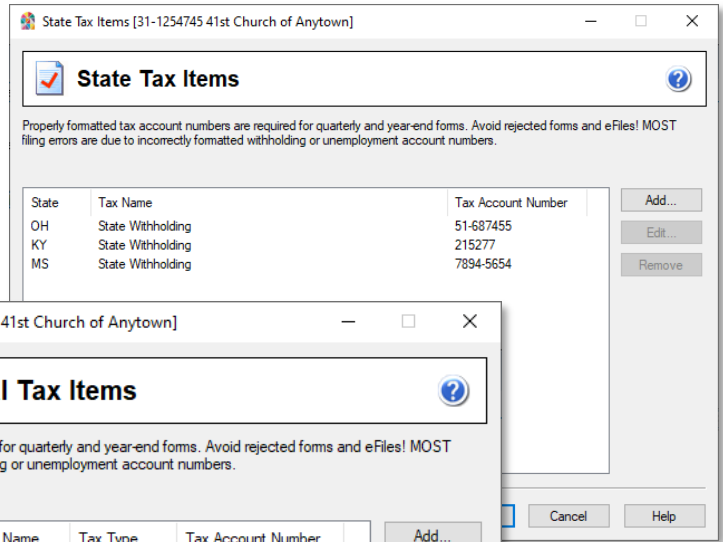
If you have 10 or more companies, you may sign up for the Batch eFiling Service (fees apply). Visit <http://aatrix.com/batchefiling> to learn more.

\* If you have already signed up for the Batch eFiling Service, please select the option above "I am a third-party, paid Tax Preparer, filing for one or multiple companies/EINs." to be recognized as a Batch eFiler.

< Back Next > Cancel

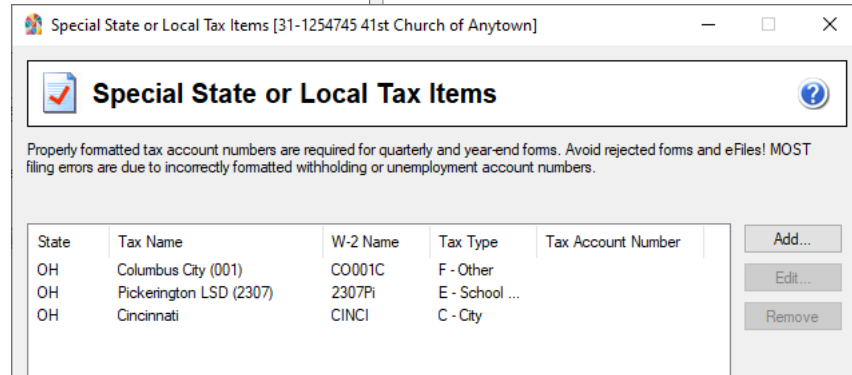
The *State Tax Items* may need filled in if you have red highlighting. Click *Edit* to make changes or additions to fill in the *State, Tax Name and Tax Account Number*.

Click *OK* and *Next*.



Repeat for Special State and Local Tax Items.

Click *OK* and *Next*.



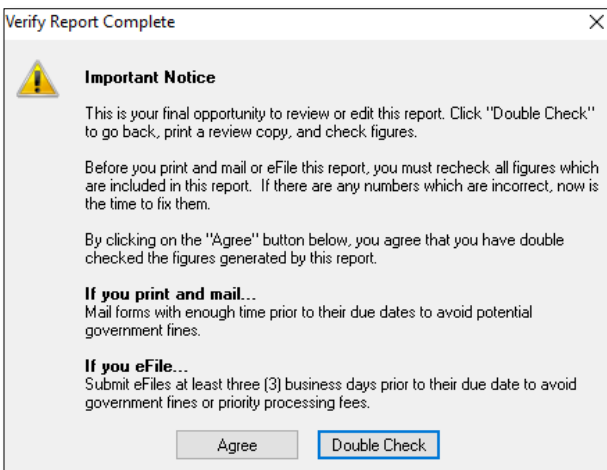
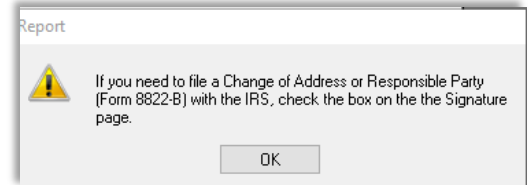
An advertisement from Aatrix will appear. Click *Dismiss*.

**\*\*TO CONTINUE PROCESSING THE FORM 941...**

Fields in RED must be filled in on the *Review/Edit* screen. Click *OK*, then *Next Step*.

Once red areas are filled in, click *Next Step*.

**NOTE:** You must indicate your *Deposit Schedule*. Even If you *Deposit Monthly*, but your *Deposit* is less than \$2500, you are considered a *Quarterly Depositor*.



The *Change of Address or Responsible Party* prompt appears. Click *OK*. If you are eFiling, you will be prompted later to enter your signature. Click *OK*.

*Important Notice* appears, which is your opportunity to review or edit the 941 if you click, *Double Check*.

Or Click *Agree* to continue the process.

The yellow banner at the top of the form indicates where you are in the process of printing your 941. It allows you to switch between *Pages*, *Print*, *Save* and move to the *Next Step* of your Form 941.

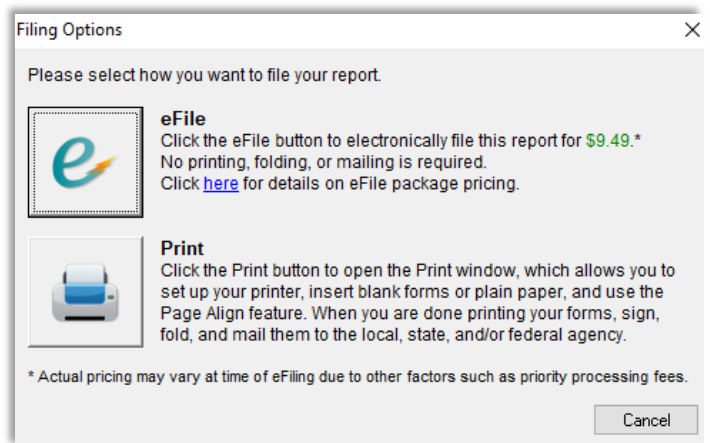


Be sure to *Print* when the yellow banner is showing *My Copy*, click *Print* to print the Church’s copy.

Click *Next Step*.

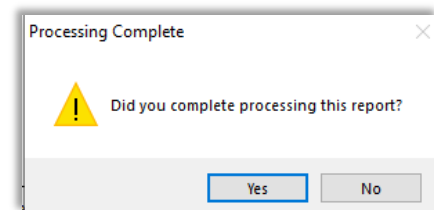
Click *Print* to print the 941 and mail it in.

Click *eFile* to choose to eFile through *Aatrix*, which is a cost to you. Follow the *Aatrix* prompts.



Click *Print* when the yellow banner shows *Federal Copy*.

Once printing is completed you will see the *Processing Complete* box. Click *Yes*.



Please carefully read the screens that appear. If you have *eFiling* questions, please contact *Aatrix* directly.

*Aatrix* ads may appear thru the process, which you may click through and close. If you are printing Tax forms, there is no cost to you.

### Aatrix Support

Monday - Friday from 8 am to 5 pm CDT

Phone 701-746-6814 (Windows Support) 701-746-6017 (MAC Support)

Fax: 701-746-4393

Email: [helpme@aatrix.com](mailto:helpme@aatrix.com) (Windows Support) [macsupport@aatrix.com](mailto:macsupport@aatrix.com) (MAC Support)