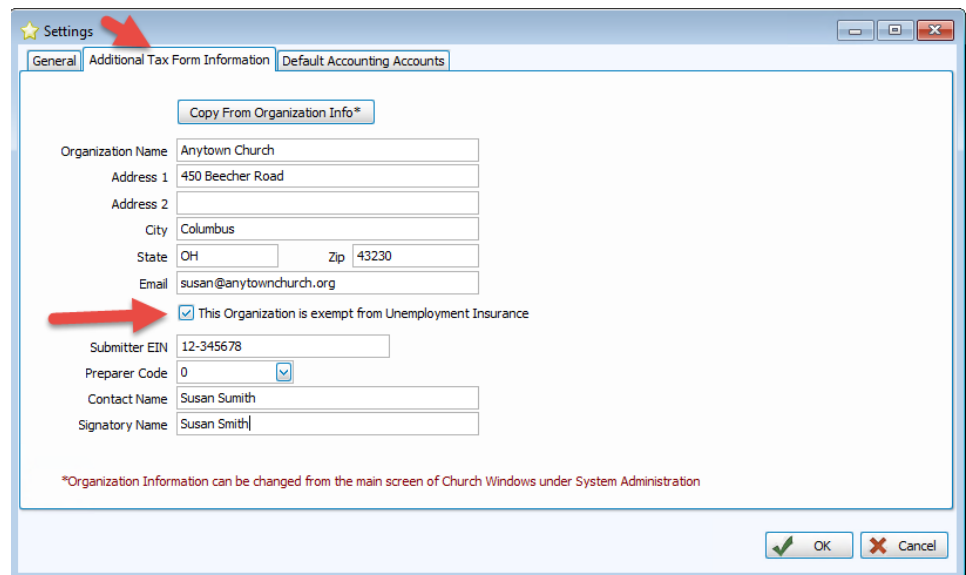


Whether you are paper filing or efileg, you must go through our third-party tax company, Aatrix. Please find the instructions for the process below. *Reminder* - Form 941 should be submitted by the Last day of the month following quarter end, i.e. 1st Quarter Form 941 is due by April 30th.

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*.

If your church is not subject to SUTA (State Unemployment Tax), go to *Payroll>Special Functions>Settings>Additional Tax Form Information*> click on the check box *This Organization is exempt from Unemployment Insurance*.

Click OK



To create the quarterly Form 941, in Church Windows Payroll, go to *Reports/Export* at the top of the screen and select *Tax Reports>Tax Forms*.

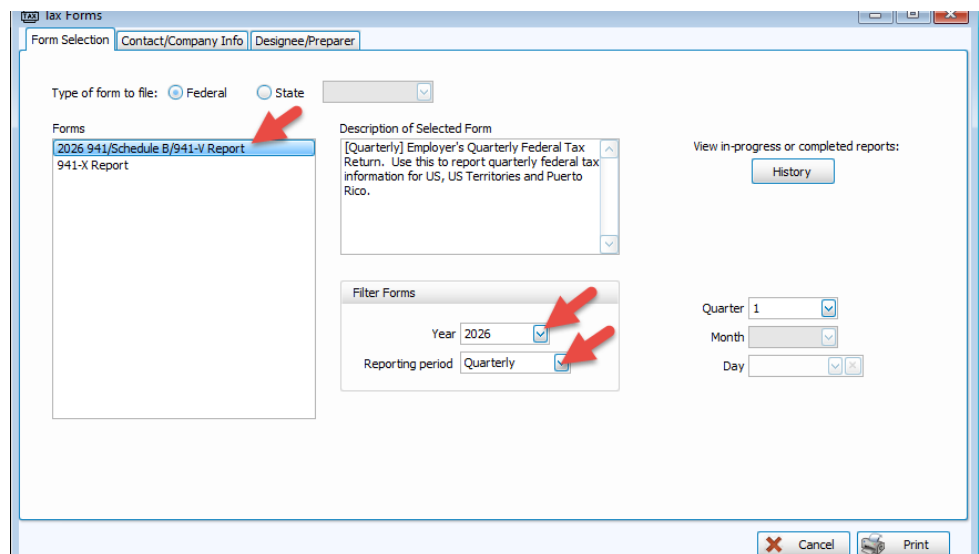
PLEASE NOTE: if you do not see the *2026 941/Schedule B/941-V Report* under Forms or you are getting an Error, the Aatrix Updater must be run. Close Church Windows and go to <https://partner.aatrix.com/church-windows/>, at the top right, click on *Updates* or scroll to the bottom of the page and click on *Church Windows Update* under Product Updates.

The example below is for the 1st Quarter of 2026, but applicable for any Quarter.

From the Forms list, select *2026 941/Schedule B/941-V Report*.

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

Click *Print*.



941 Filing Instructions

(Rev 03/26)

Verify 941 Deposit Amount. Click Yes.

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

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

Then, Click Yes.

****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 Aatrix filing process.

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

Click Next.

Click No, I use a single payroll data file for this EIN, is typically what is chosen.

Click Next.

Enter your *Company Information*, click Next.

Indicate, Which type of filer are you?

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

Click Next.

941 Filing Instructions

(Rev 03/26)

The *State & Local Tax Items* must be completed if highlighted in red. Click *Edit* to make changes or additions to fill in the *State, Tax Name and Tax Account Number*.

Click *OK* and *Next*.

**TO CONTINUE PROCESSING THE FORM 941...

Please complete required RED fields. Enter information and TAB for next RED field. Click *OK*.

You must click the applicable box to indicate your *Deposit Schedule*.

Aatrix Rev. 3/15/25 950224

Check the box if you need to file a Change of Address or Responsible Party Form, 8822-B

Name (not your trade name) _____ Employer identification number (EIN) _____

Part 2: Tell us about your deposit schedule and tax liability for this quarter.

If you're unsure about whether you're a monthly schedule depositor or a semiweekly schedule depositor, see section 11 of Pub. 15.

16 Check one: Line 12 on this return is less than \$2,500 or line 12 on the return for the prior quarter was less than \$2,500, and you didn't incur a \$100,000 next-day deposit obligation during the current quarter. If line 12 for the prior quarter was less than \$2,500 but line 12 on this return is \$100,000 or more, you must provide a record of your federal tax liability. If you're a monthly schedule depositor, complete the deposit schedule below; if you're a semiweekly schedule depositor, attach Schedule B (Form 941). Go to Part 3.

You were a monthly schedule depositor for the entire quarter. Enter your tax liability for each month and total liability for the quarter, then go to Part 3.

Tax liability: Month 1 .

Month 2 .

Month 3 .

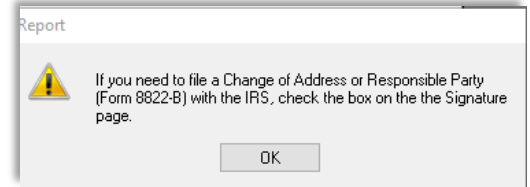
Total liability for quarter . Total must equal line 12.

You were a semiweekly schedule depositor for any part of this quarter. Complete Schedule B (Form 941), Report of Tax Liability for Semiweekly Schedule Depositors, and attach it to Form 941. Go to Part 3.

NOTE: Even if you Deposit Monthly, but your Deposit is less than \$2500, you are considered a Quarterly Depositor.

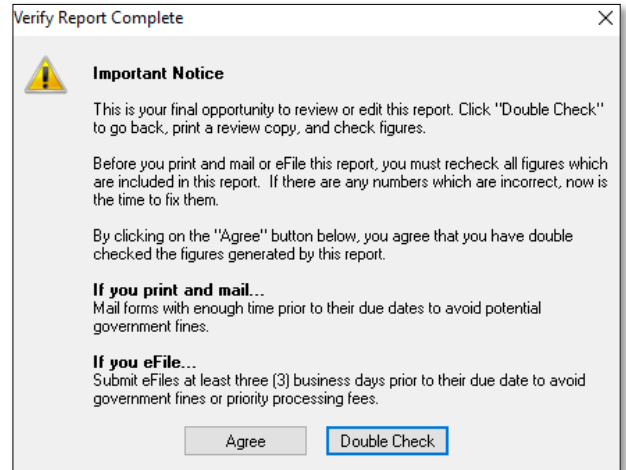
- You may need to fill in the name and phone of the person responsible for signing the form.
- Due to rounding, you may need to fill in the amount of the difference on Line 7. The amount in Line 15 is usually the amount needed in Line 7. Once you enter the amount in Line 7, Lines 12 and 13 will match and Line 15 will be blank.
- Once red areas are filled in, click *Next Step*.

The *Change of Address or Responsible Party* prompt appears. Click **OK**.



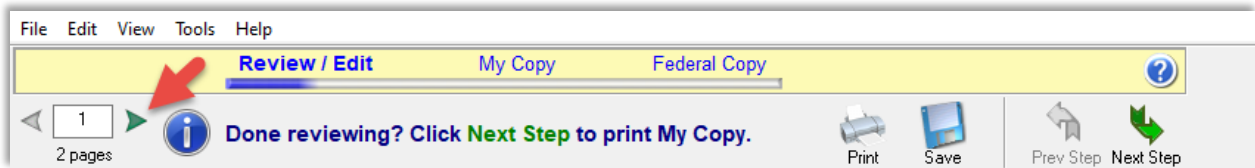
If you are eFiling, you will be prompted later to enter your signature.

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



Or Click *Agree* to continue processing.

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.

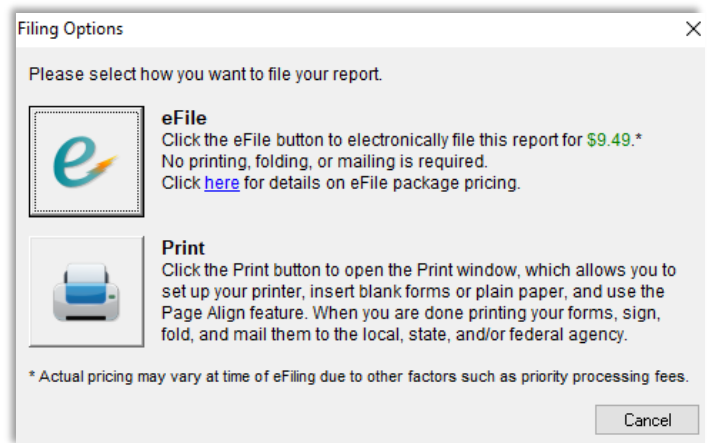


Click *Print* when the yellow banner is showing *My Copy*. Click *Next Step* to print the *Federal Copy*.

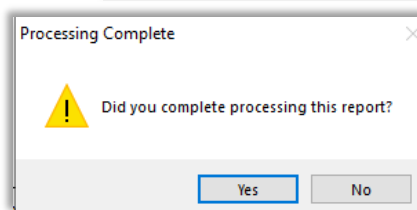
Click *Close* on the Aatrix ad.

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.



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 (Windows Support) macsupport@aatrix.com (MAC Support)