



Monthly Payroll Reconciliation Checklist

Ensure accurate health insurance deductions and employer contributions in QuickBooks Online Payroll

Preparing Your Reports

Generate Payroll Deductions/Contributions Report - Access Reports menu, select date range and export to Excel

Reconciliation Steps

Compare payroll deductions to insurance invoice - Review line-by-line and highlight discrepancies

Addressing Discrepancies

Prepare Intuit Payroll Correction Form - Use template, attach supporting docs, and submit