

Brevard Academy- A Challenge Foundation Academy (BA-CFA)'s contracted accounting firm will prepare the state and federal quarterly and annual payroll tax forms and will submit the forms to the respective agencies within established deadlines.

**Procedures:**

- The contracted accounting firm will prepare employee W2s by January 31 each year.
- The contracted accounting firm will prepare and submit the NC3 by the filing deadline.
- The contracted accounting firm will file quarterly payroll tax reports (Federal 941, NC5 and NCUI 101) by the filing deadline.
- An officer of the Board of Directors will approve for submittal.