

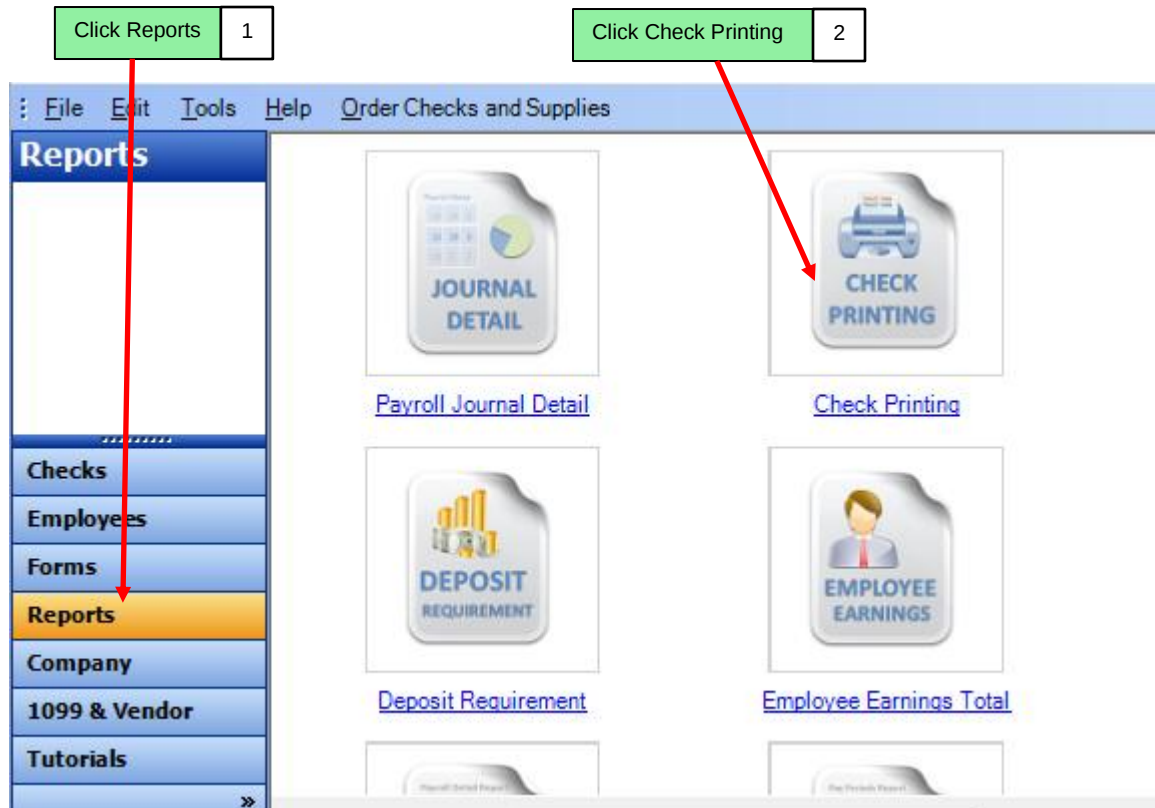
HOW TO HIDE THE EMPLOYEE ADDRESS ON THE CHECK

Question

PLEASE REFER TO THE STEPS BELOW:

Answer

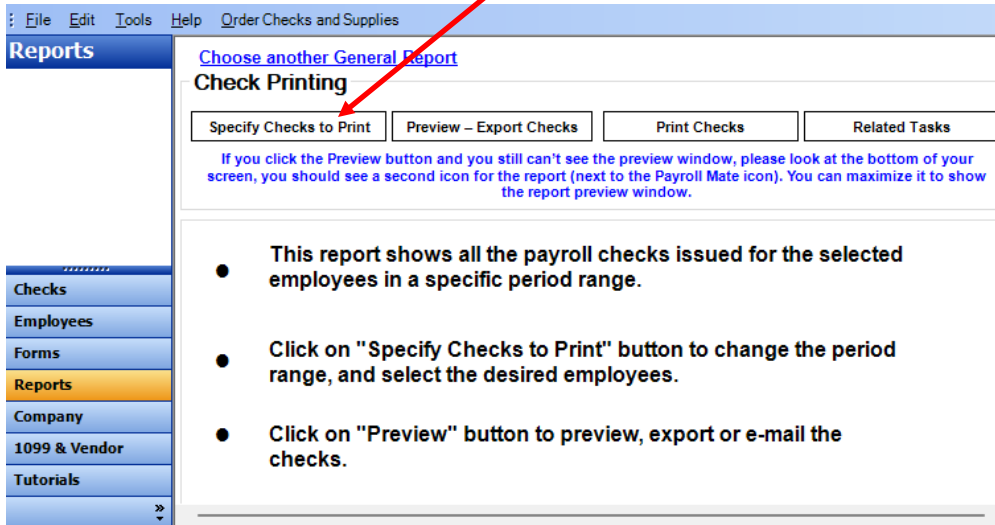
1. Click **Reports**
2. Click **Check Printing**



3. Click **Specify Checks to Print**

Click Specify Checks to Print

3



File Edit Tools Help Order Checks and Supplies

Reports

[Choose another General Report](#)

Check Printing

Specify Checks to Print Preview - Export Checks Print Checks Related Tasks

If you click the Preview button and you still can't see the preview window, please look at the bottom of your screen, you should see a second icon for the report (next to the Payroll Mate icon). You can maximize it to show the report preview window.

- This report shows all the payroll checks issued for the selected employees in a specific period range.
- Click on "Specify Checks to Print" button to change the period range, and select the desired employees.
- Click on "Preview" button to preview, export or e-mail the checks.

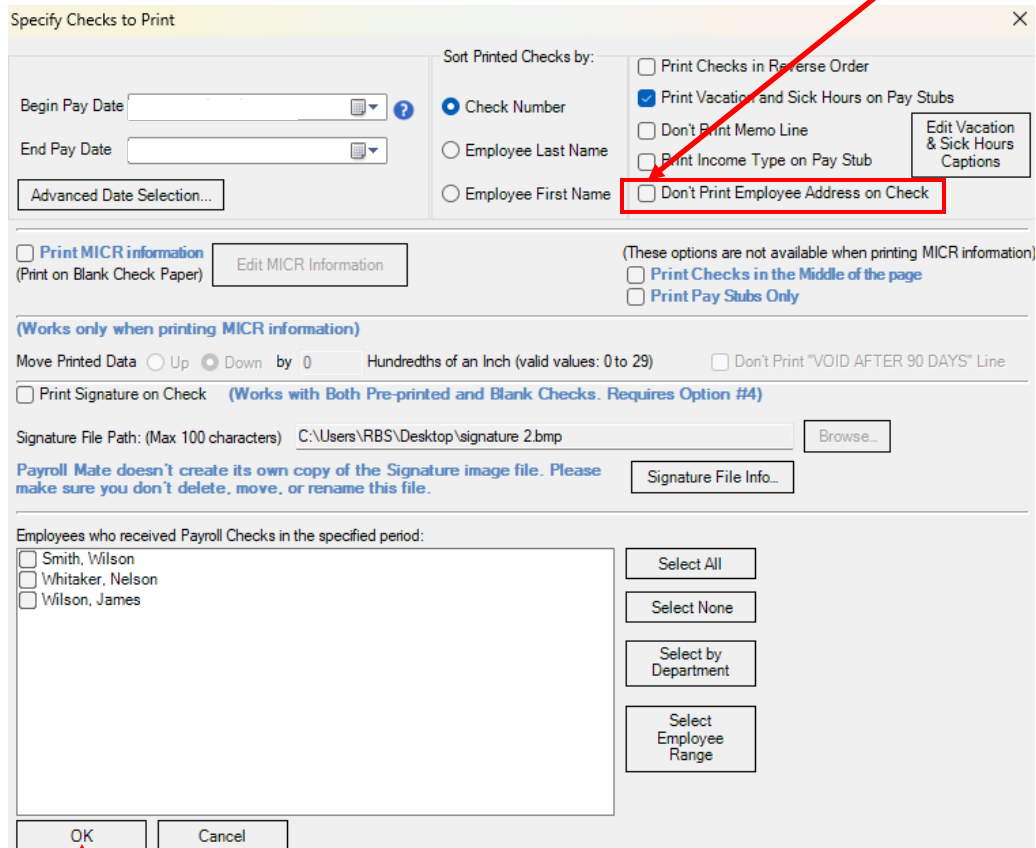
Checks Employees Forms Reports Company 1099 & Vendor Tutorials

4. Check the box **Don't Print Employee Address on Check**

5. Make all of your other check printing selections and click **OK**

Check the box Don't Print Employee Address on Check

4



Specify Checks to Print

Begin Pay Date End Pay Date Advanced Date Selection...

Sort Printed Checks by:

- ☒ Check Number
- ☐ Employee Last Name
- ☐ Employee First Name

☐ Print Checks in Reverse Order

☒ Print Vacation and Sick Hours on Pay Stubs

☐ Don't Print Memo Line

☐ Print Income Type on Pay Stub

☒ Don't Print Employee Address on Check

☐ Print MICR information (Print on Blank Check Paper) Edit MICR Information

(These options are not available when printing MICR information)

☐ Print Checks in the Middle of the page

☐ Print Pay Stubs Only

(Works only when printing MICR information)

Move Printed Data ☐ Up ☒ Down by 0 Hundredths of an Inch (valid values: 0 to 29) ☐ Don't Print "VOID AFTER 90 DAYS" Line

☐ Print Signature on Check (Works with Both Pre-printed and Blank Checks. Requires Option #4)

Signature File Path: (Max 100 characters) C:\Users\RBS\Desktop\signature 2.bmp Browse...

Payroll Mate doesn't create its own copy of the Signature image file. Please make sure you don't delete, move, or rename this file. Signature File Info...

Employees who received Payroll Checks in the specified period:

☐ Smith, Wilson

☐ Whitaker, Nelson

☐ Wilson, James

Select All Select None Select by Department Select Employee Range

OK Cancel

Click OK

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