

HOW TO OVERRIDE CALCULATIONS ON FORM 941

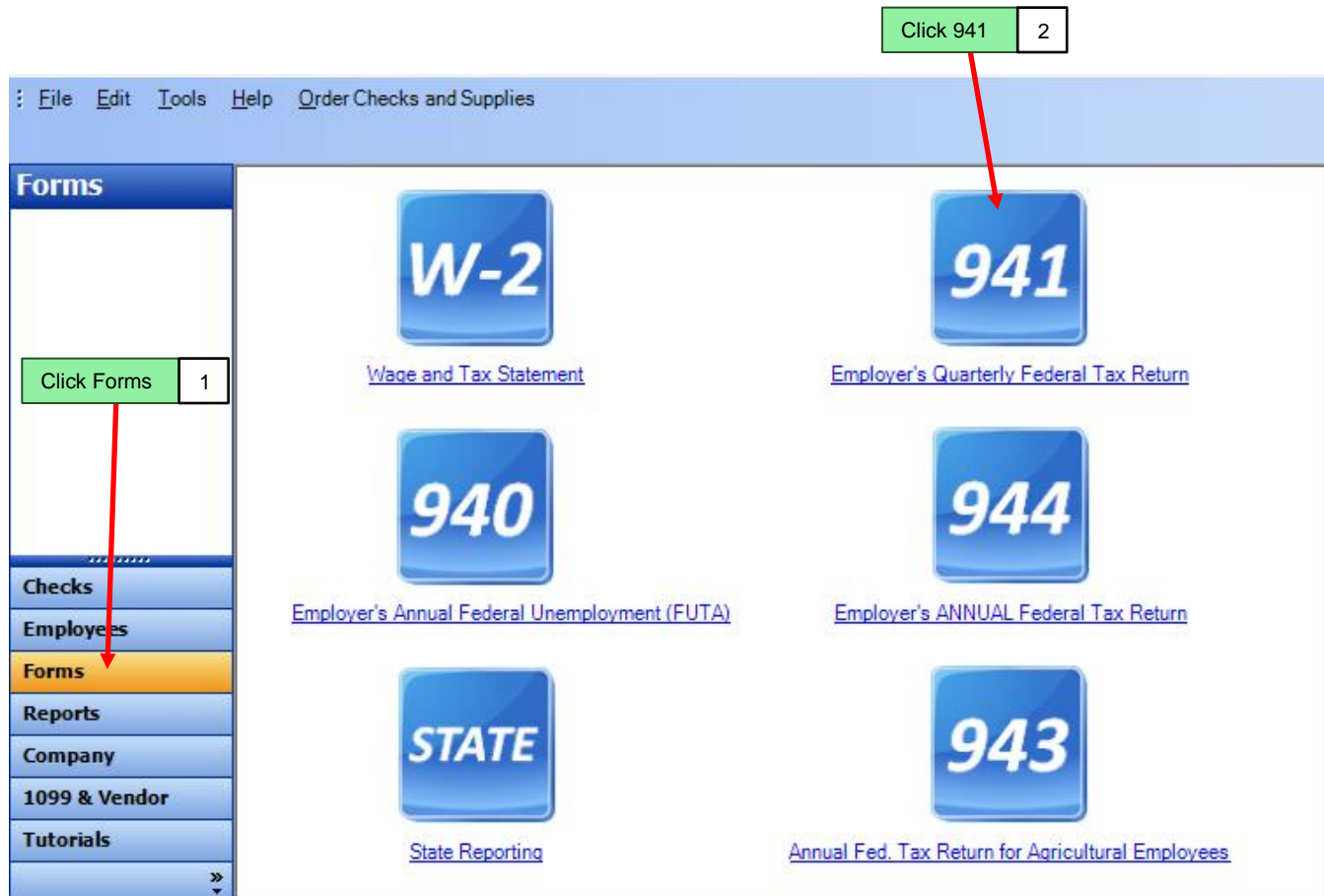
Question

PLEASE REFER TO THE STEPS BELOW:

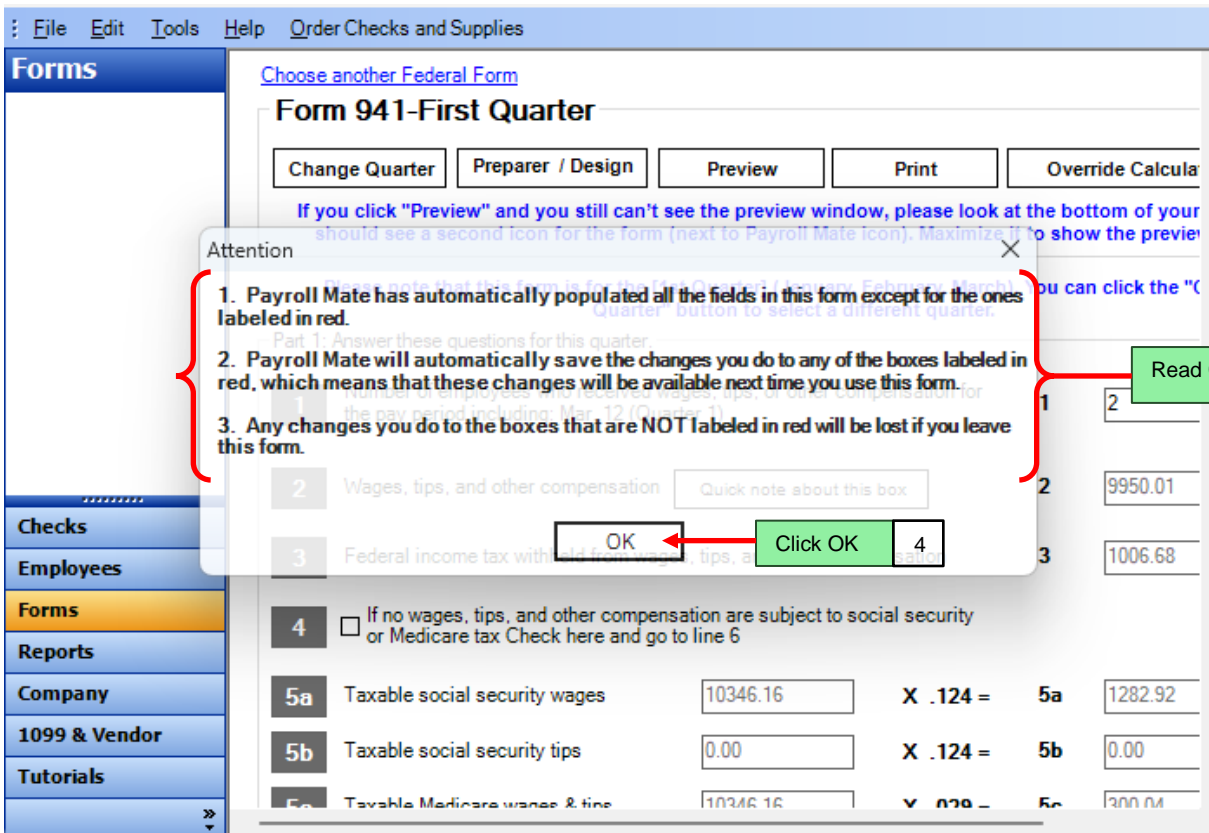
Answer

Make sure you are in the correct company.

1. Click **Forms**
2. Click **941** (Employer's Quarterly Federal Tax Return)



3. Attention window will appear with important information for you to **Read Carefully**
4. Click **OK**



File Edit Tools Help Order Checks and Supplies

Forms

Choose another Federal Form

Form 941-First Quarter

Change Quarter Preparer / Design Preview Print Override Calculations

If you click "Preview" 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 form (next to Payroll Mate icon). Maximize it to show the preview window. You can click the "Change Quarter" button to select a different quarter.

Attention

1. Payroll Mate has automatically populated all the fields in this form except for the ones labeled in red.
2. Payroll Mate will automatically save the changes you do to any of the boxes labeled in red, which means that these changes will be available next time you use this form.
3. Any changes you do to the boxes that are NOT labeled in red will be lost if you leave this form.

Part 1: Answer these questions for this quarter.

1 Number of employees who received wages, tips, or other compensation for the pay period ending Mar 12 (0 = none)

2 Wages, tips, and other compensation Quick note about this box

3 Federal income tax withheld from wages, tips, and other compensation

4 ☐ If no wages, tips, and other compensation are subject to social security or Medicare tax Check here and go to line 6

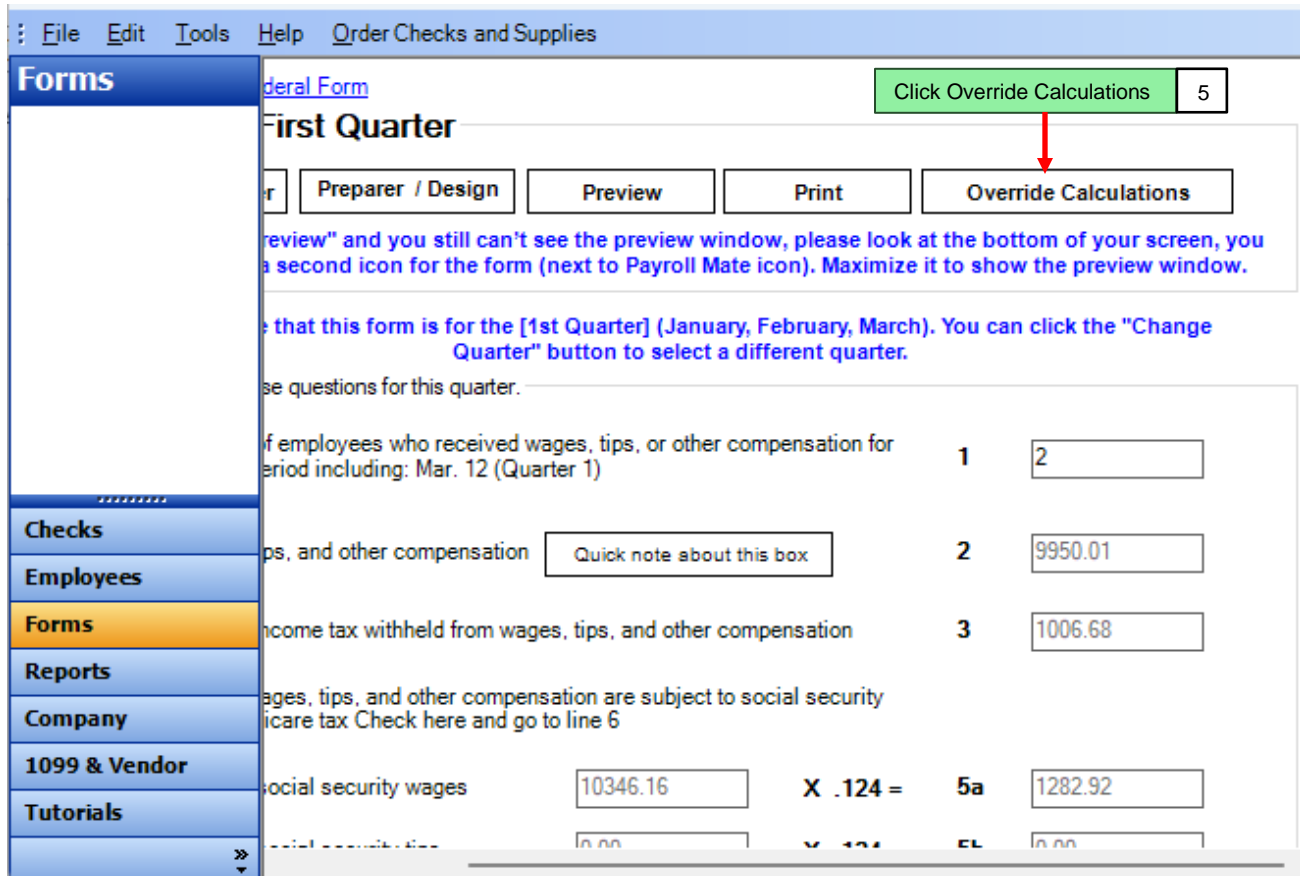
5a	Taxable social security wages	10346.16	X .124 =	5a	1282.92
5b	Taxable social security tips	0.00	X .124 =	5b	0.00
5c	Taxable Medicare wages & tips	10346.16	X .029 =	5c	300.04

OK Click OK

Read Carefully 3

Click OK 4

5. Click **Override Calculations**



The screenshot shows the Payroll Mate software interface. The 'Forms' section is active, displaying a 'Federal Form' for the 'First Quarter'. A green box labeled 'Click Override Calculations' with a red arrow points to the 'Override Calculations' button. The interface includes a menu bar (File, Edit, Tools, Help, Order Checks and Supplies) and a sidebar with options like Checks, Employees, Forms, Reports, Company, 1099 & Vendor, and Tutorials. The main area shows a form with fields for wages, taxes, and social security, with a 'Quick note about this box' for line 2.

Forms

Federal Form

Click Override Calculations 5

First Quarter

Preparer / Design Preview Print Override Calculations

review" and you still can't see the preview window, please look at the bottom of your screen, you a second icon for the form (next to Payroll Mate icon). Maximize it to show the preview window.

e that this form is for the [1st Quarter] (January, February, March). You can click the "Change Quarter" button to select a different quarter.

se questions for this quarter.

of employees who received wages, tips, or other compensation for period including: Mar. 12 (Quarter 1)

1 2

ps, and other compensation Quick note about this box 2 9950.01

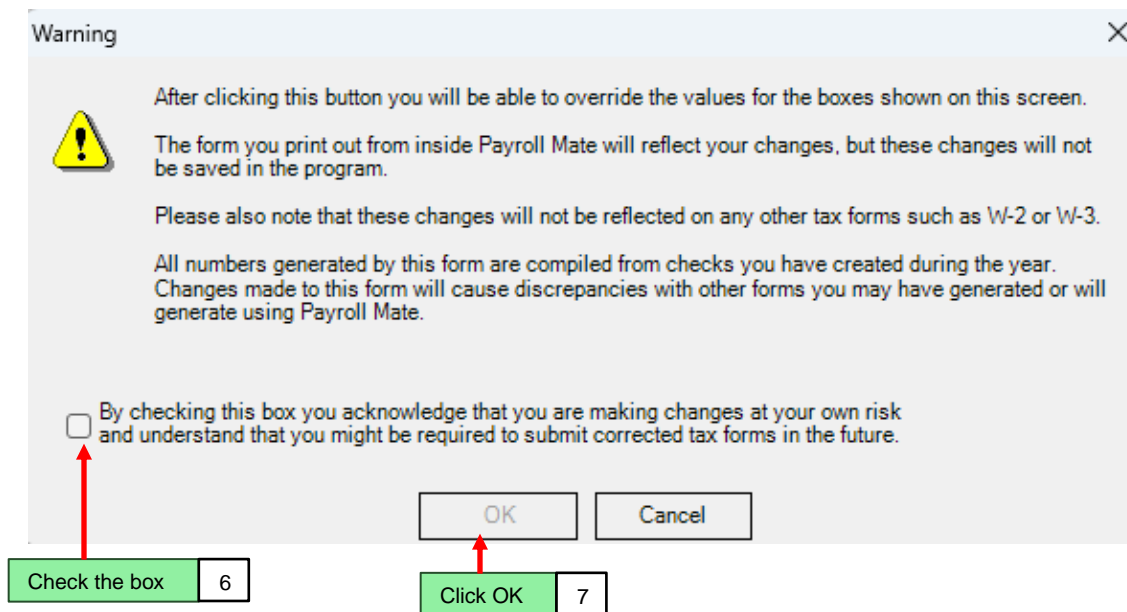
income tax withheld from wages, tips, and other compensation 3 1006.68

ages, tips, and other compensation are subject to social security icare tax Check here and go to line 6

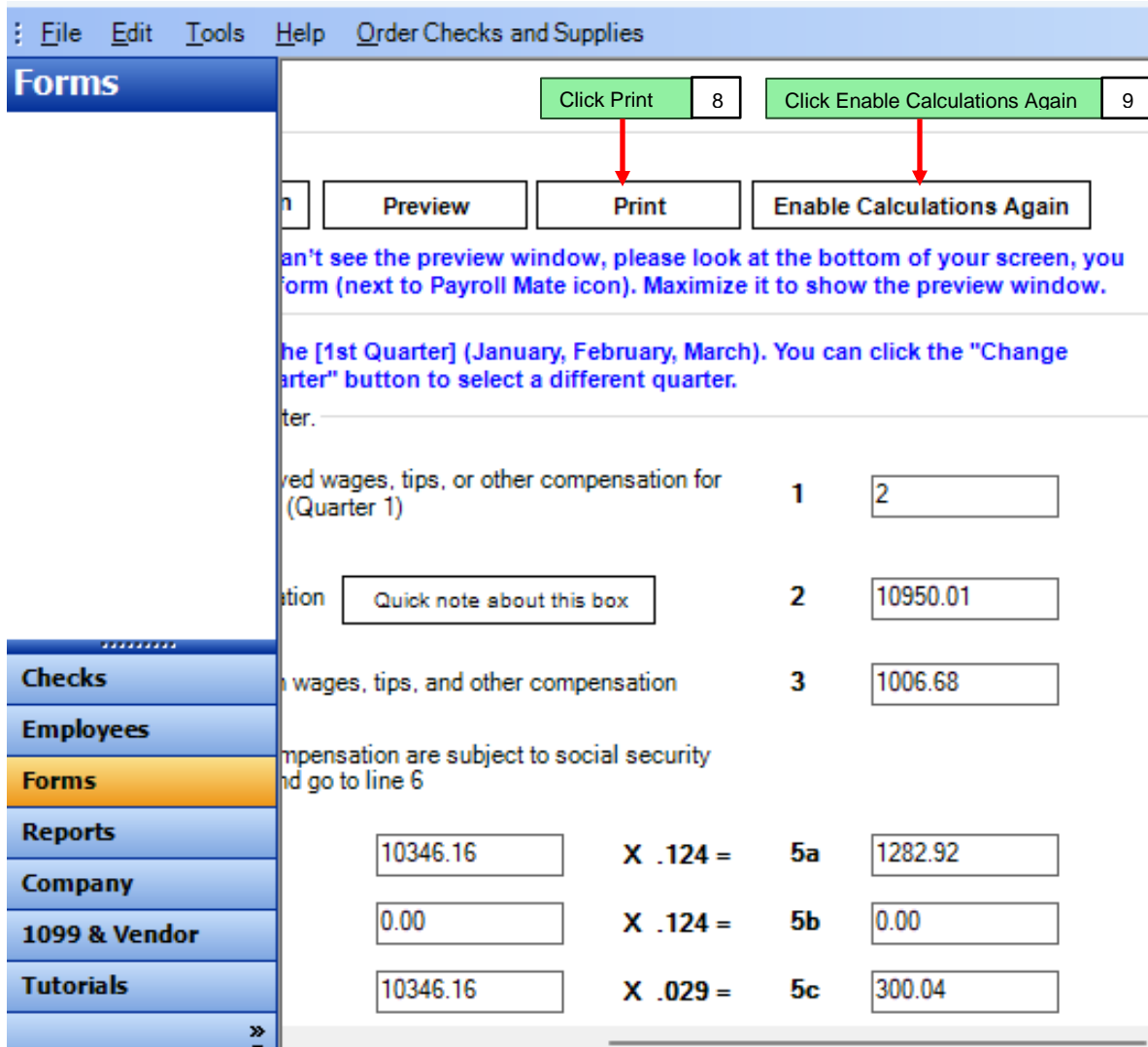
social security wages 10346.16 X .124 = 5a 1282.92

social security tax 10.00 X .124 = 5b 10.00

6. Warning dialog box will appear. Carefully read the information, **Check the Box** to place a checkmark and acknowledge that you are making changes at your own risk.
7. Click **OK**



8. Click **Print**, after entering changes
9. Click **Enable Calculations Again** (when finished overriding the calculations)



File Edit Tools Help Order Checks and Supplies

Forms

Click Print 8 Click Enable Calculations Again 9

Preview Print Enable Calculations Again

Can't see the preview window, please look at the bottom of your screen, you form (next to Payroll Mate icon). Maximize it to show the preview window.

The [1st Quarter] (January, February, March). You can click the "Change Quarter" button to select a different quarter.

ter.

red wages, tips, or other compensation for (Quarter 1) 1 2

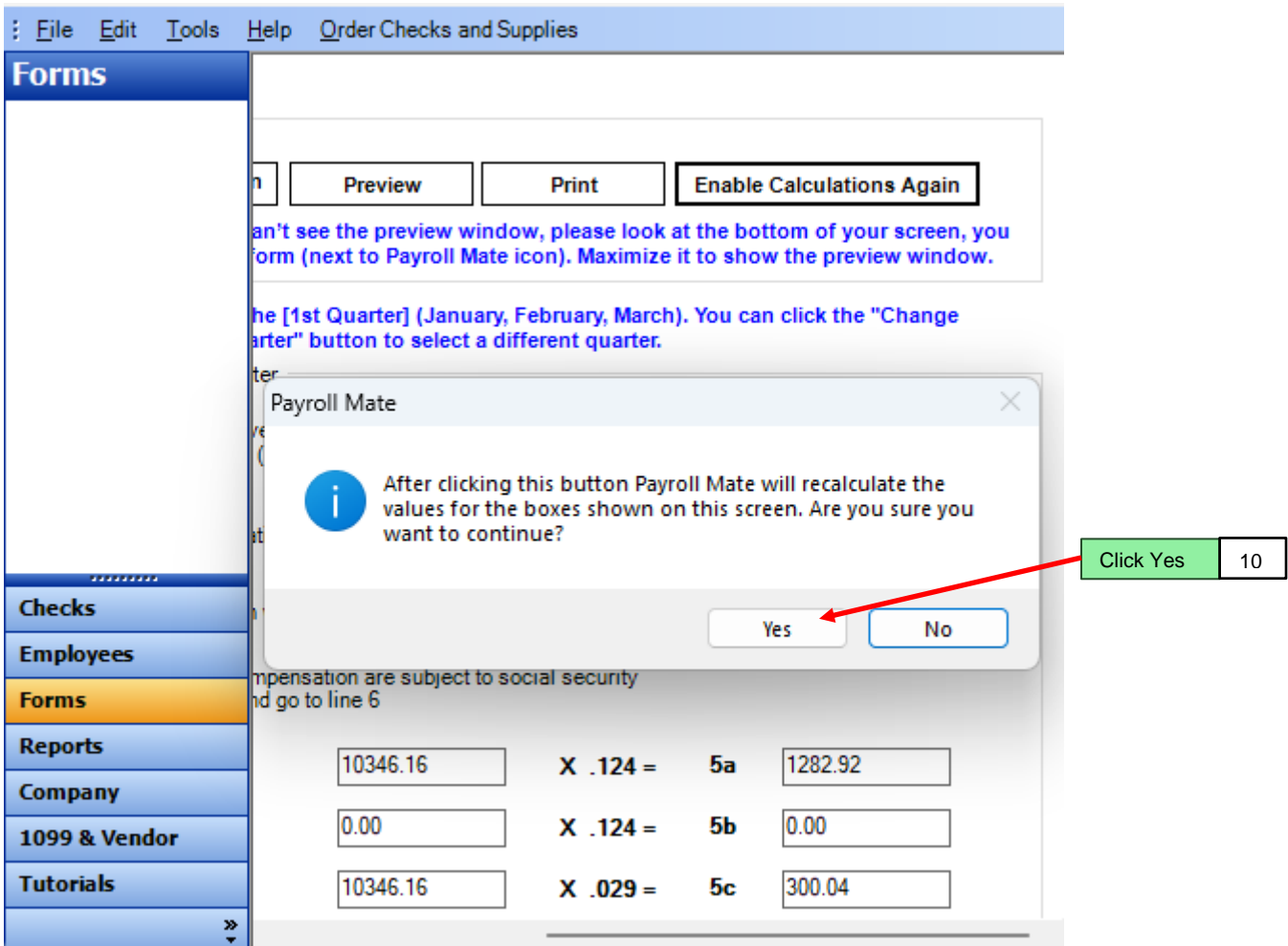
ation Quick note about this box 2 10950.01

wages, tips, and other compensation 3 1006.68

mpensation are subject to social security and go to line 6

10346.16	X .124 =	5a	1282.92
0.00	X .124 =	5b	0.00
10346.16	X .029 =	5c	300.04

10. Click **Yes**



File Edit Tools Help Order Checks and Supplies

Forms

Preview Print **Enable Calculations Again**

Can't see the preview window, please look at the bottom of your screen, you form (next to Payroll Mate icon). Maximize it to show the preview window.

the [1st Quarter] (January, February, March). You can click the "Change quarter" button to select a different quarter.

Payroll Mate

After clicking this button Payroll Mate will recalculate the values for the boxes shown on this screen. Are you sure you want to continue?

Yes No

Click Yes 10

Checks

Employees

Forms

Reports

Company

1099 & Vendor

Tutorials

compensation are subject to social security and go to line 6

10346.16	X .124 =	5a	1282.92
0.00	X .124 =	5b	0.00
10346.16	X .029 =	5c	300.04

Congratulations. You have edited the calculations on Form 941!