

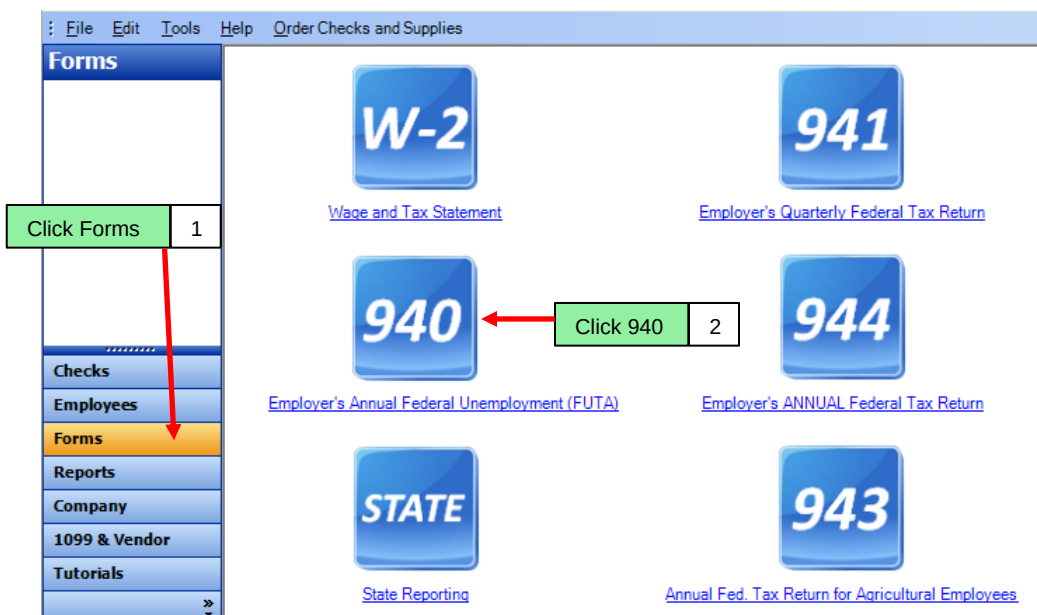
HOW TO PRINT FORM 940

Question

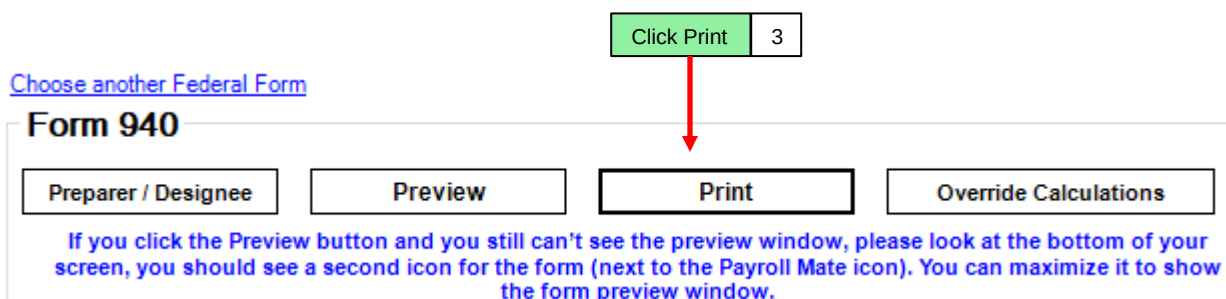
PLEASE REFER TO THE STEPS BELOW:

Answer

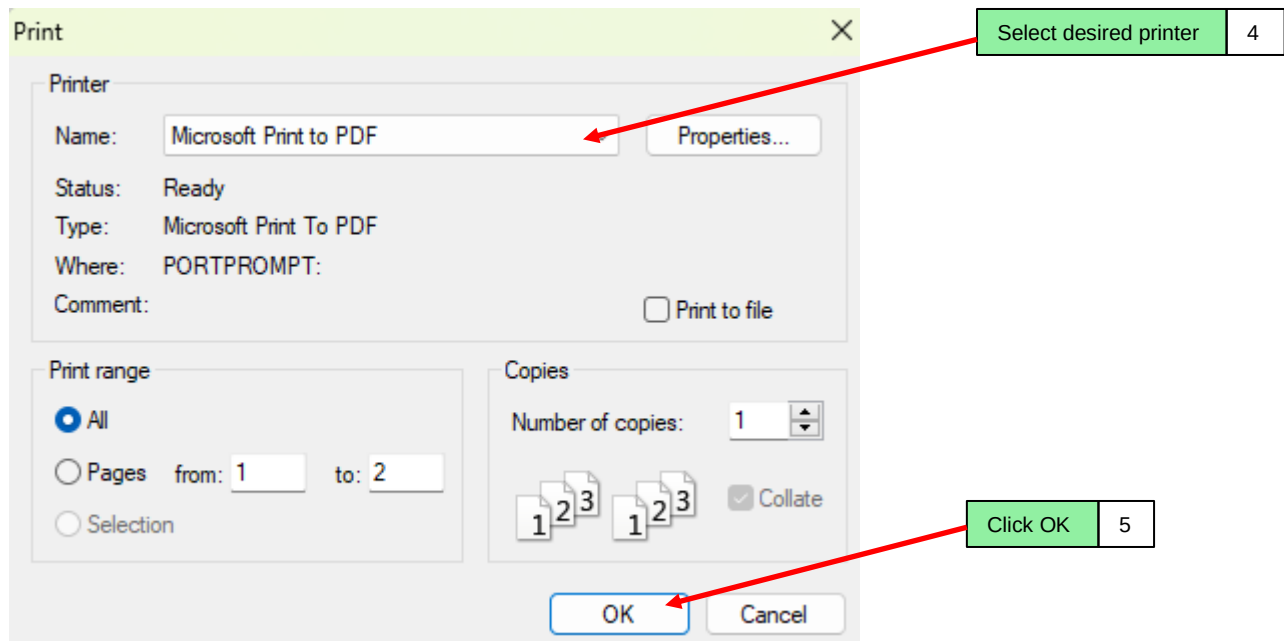
1. Click on **Forms** from the shortcut menu
2. Click on **940** - Employer's Annual Federal Unemployment (FUTA)



3. Click **Print**



4. Select your **desired printer** from the drop down
5. Click **OK**



Additional features that you may need:

IF you need to override the calculations on the auto-populated form, you can select **Override Calculations**. Upon selecting **Override Calculations**, you will receive a warning. You must check the box to proceed.

IF you need to provide preparer/designee information with your 940, click on **Preparer/Designee**, and fill in the applicable details.