

HOW TO PRINT 941 PAYMENT VOUCHER

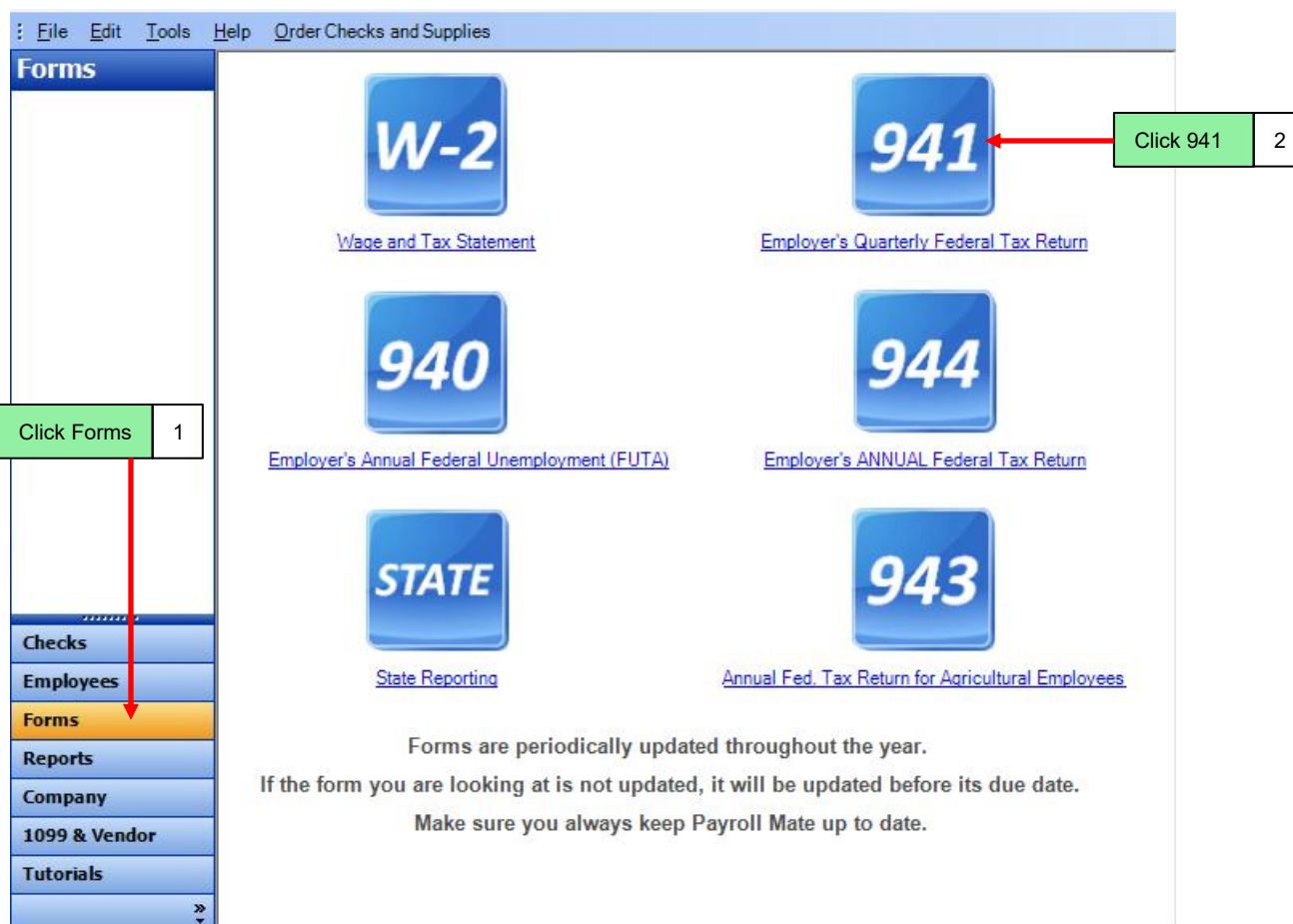
Question

PLEASE REFER TO THE STEPS BELOW:

Answer

Make sure you are in the correct company.

1. Click **Forms**
2. Click **941**



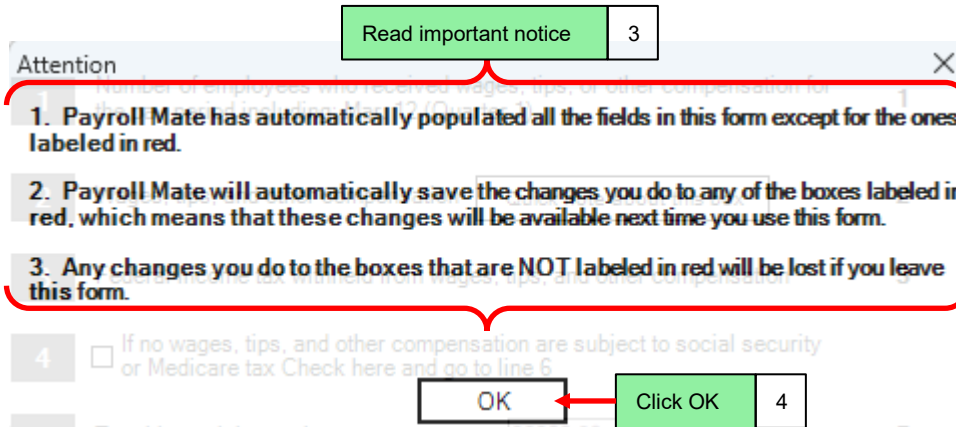
The screenshot shows the Payroll Mate software interface. On the left is a vertical menu with options: Forms, Checks, Employees, Forms (highlighted), Reports, Company, 1099 & Vendor, and Tutorials. A red arrow points from the 'Forms' menu item to a callout box labeled 'Click Forms' with the number '1'. The main area displays a grid of tax form options, each with a blue button and a description below it:

- W-2**: Wage and Tax Statement
- 941**: Employer's Quarterly Federal Tax Return (highlighted with a red arrow from a callout box labeled 'Click 941' with the number '2')
- 940**: Employer's Annual Federal Unemployment (FUTA)
- 944**: Employer's ANNUAL Federal Tax Return
- STATE**: State Reporting
- 943**: Annual Fed. Tax Return for Agricultural Employees

Below the grid, there is a note: "Forms are periodically updated throughout the year. If the form you are looking at is not updated, it will be updated before its due date. Make sure you always keep Payroll Mate up to date."

3. Read important notice

4. Click OK



Read important notice 3

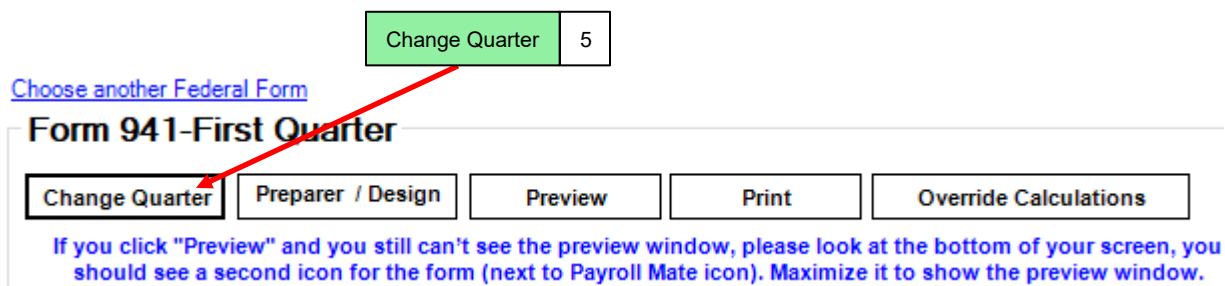
Attention

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.

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

OK Click OK 4

5. Click Change Quarter



Change Quarter 5

[Choose another Federal Form](#)

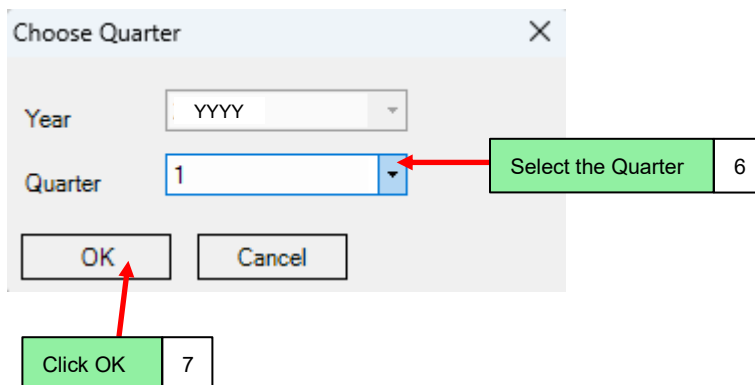
Form 941-First Quarter

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.

6. Select the Quarter you need from the drop-down

7. Click OK



Choose Quarter

Year YYYY

Quarter 1

OK Cancel

Select the Quarter 6

Click OK 7

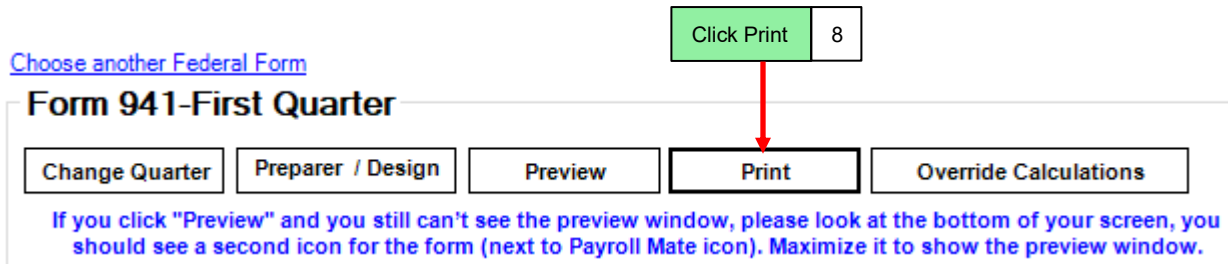
8. Click **Print**

[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.



9. Click **Payment Voucher**

10. Click **OK**

Form 941 Print Options

Print Target

Form 941 (Pages 1, 2)

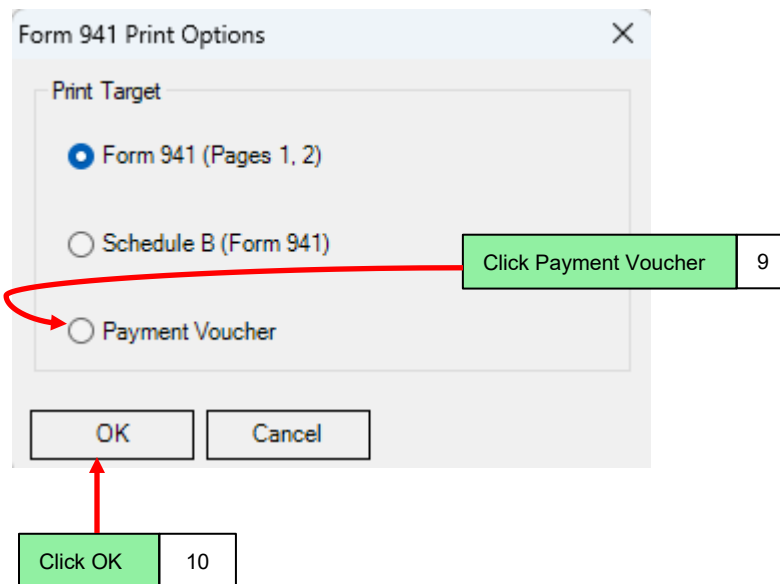
Schedule B (Form 941)

Payment Voucher

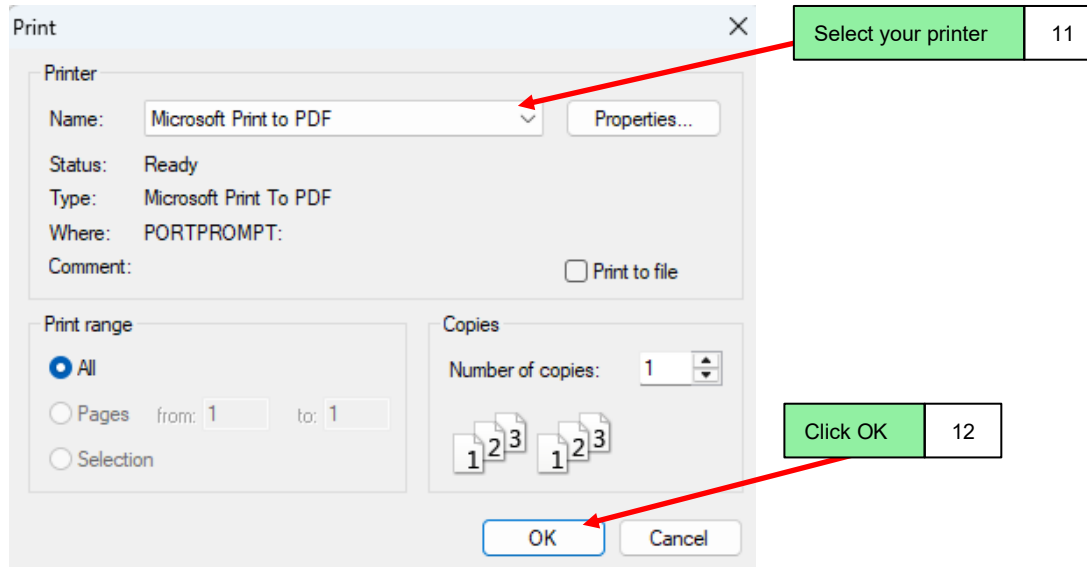
OK Cancel

Click Payment Voucher 9

Click OK 10



11. **Select your printer** from the drop down
12. Click **OK**



Congratulations. You have printed Form 941 Payment Voucher!