

## HOW TO PRINT FORM 941 SCHEDULE B

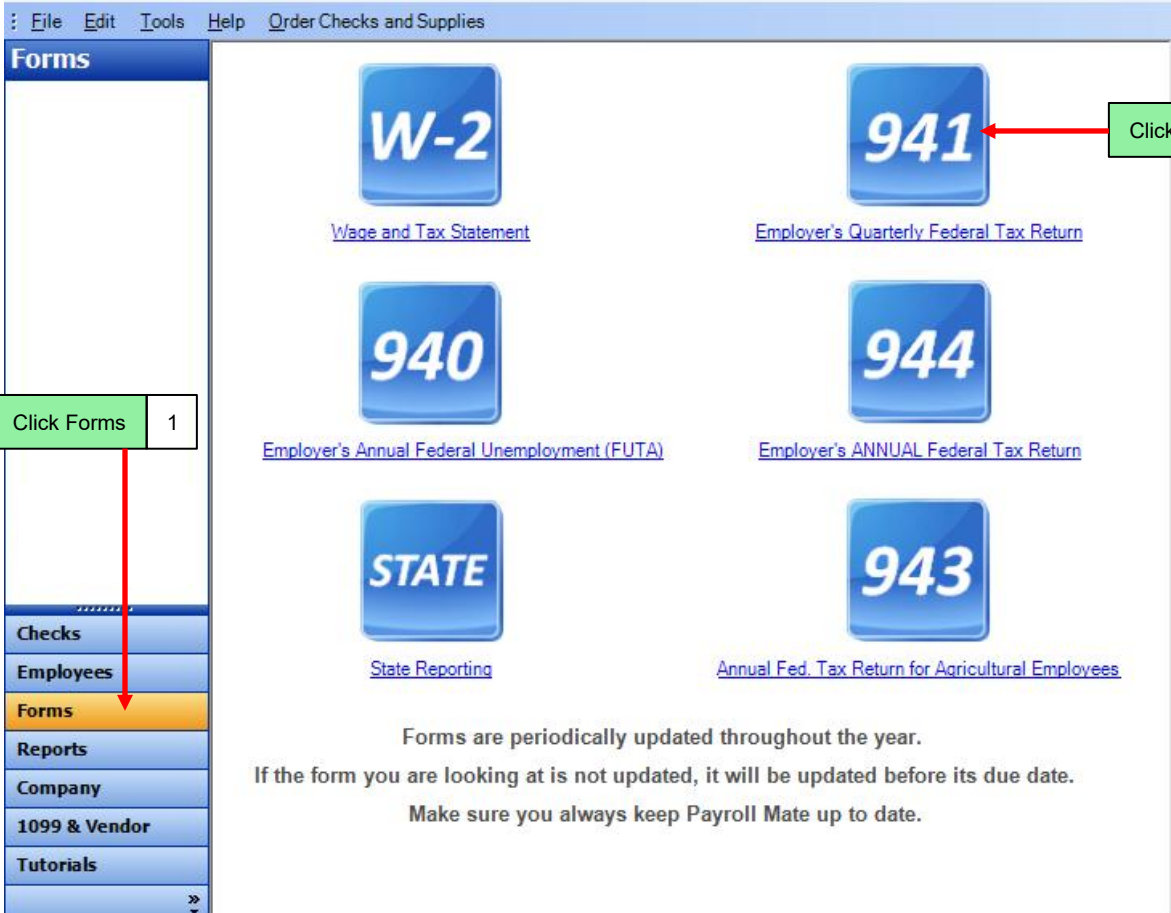
Question

### PLEASE REFER TO THE STEPS BELOW:

Answer

Make sure you are in the correct company.

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



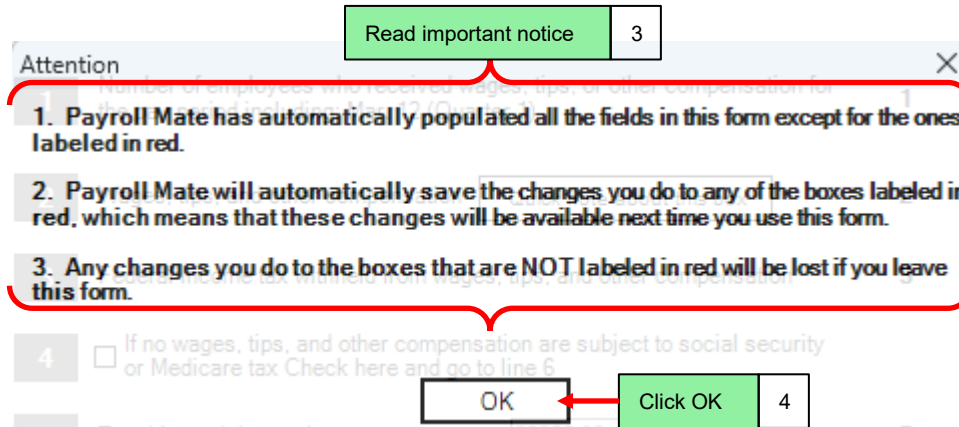
The screenshot shows the Payroll Mate software interface. On the left is a vertical menu with the following items: Forms, Checks, Employees, Forms (highlighted), Reports, Company, 1099 & Vendor, and Tutorials. A red arrow points from the 'Forms' menu item to the 'Forms' button in the main content area.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

- W-2** Wage and Tax Statement
- 941** Employer's Quarterly Federal Tax Return
- 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

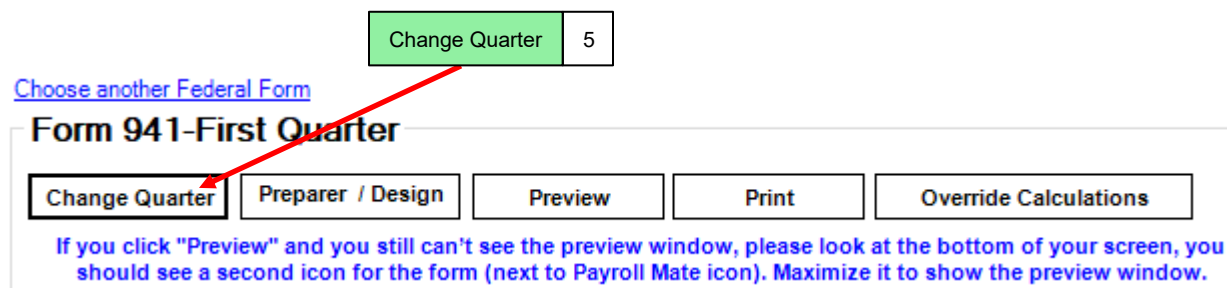
Below the grid, there is a note: "Forms are periodically updated throughout the year. If the form you are looking at is not updated, it will be updated before its due date. Make sure you always keep Payroll Mate up to date." A callout box labeled "Click 941" with the number "2" has a red arrow pointing to the "941" form button.

3. Read important notice

4. Click OK

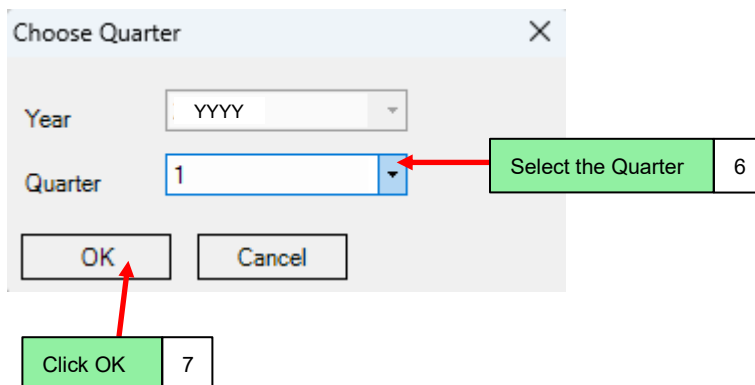


5. Click Change Quarter



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

7. Click OK



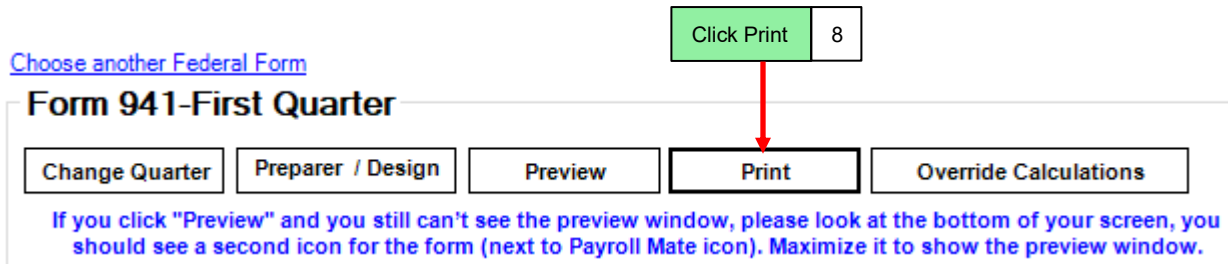
8. Click **Print**

[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 **Schedule B (Forms 941)**

10. Click **OK**

Form 941 Print Options

Print Target

Form 941 (Pages 1, 2)

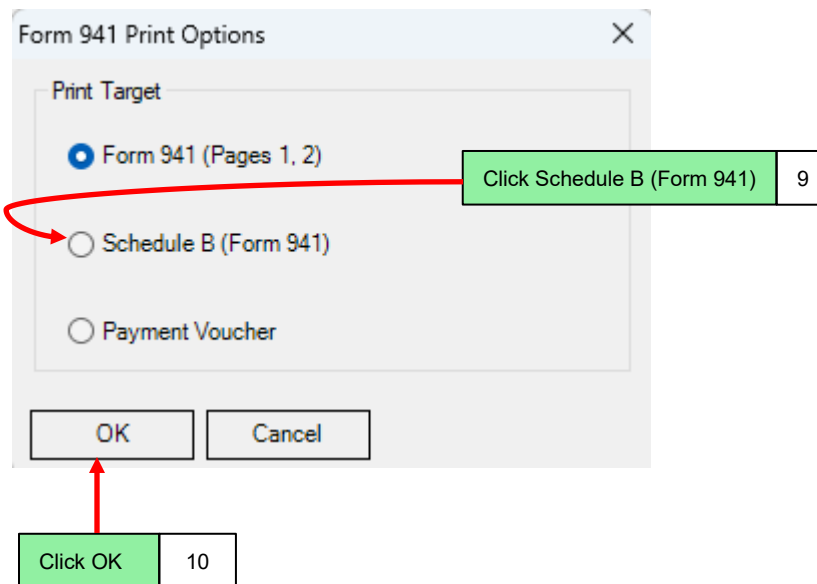
**Schedule B (Form 941)**

Payment Voucher

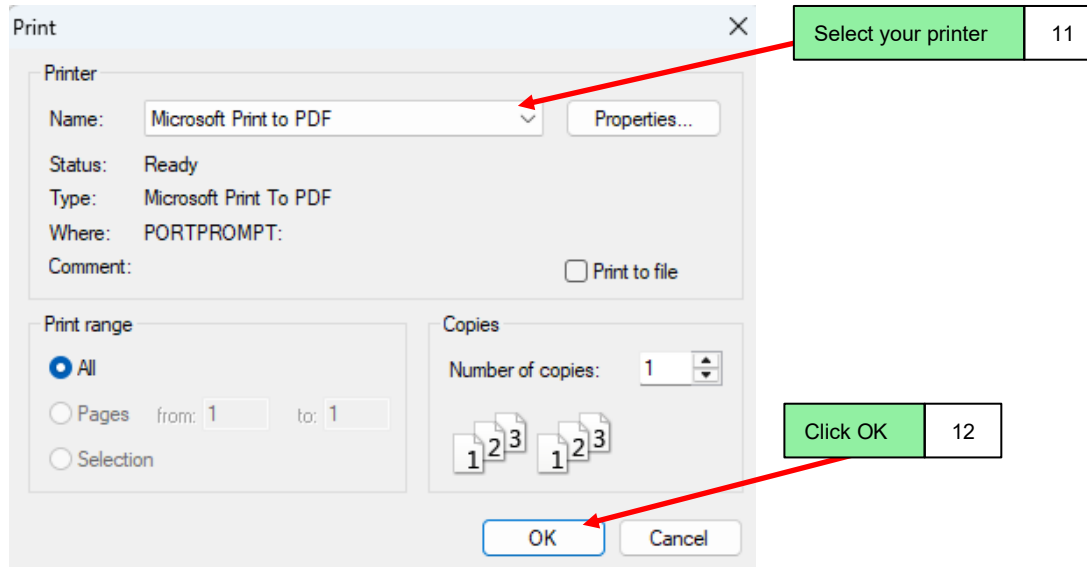
OK   Cancel

Click OK   10

Click Schedule B (Form 941)   9



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



Congratulations. You have printed Form 941 Schedule B!