

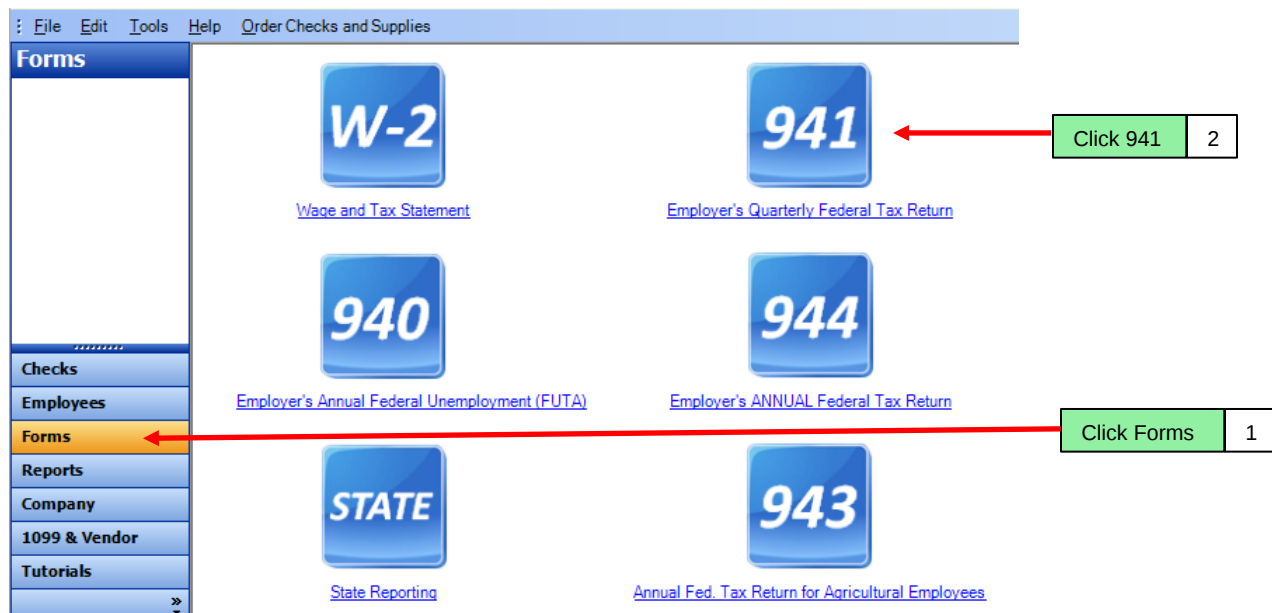
HOW TO PRINT FORM 941

Question

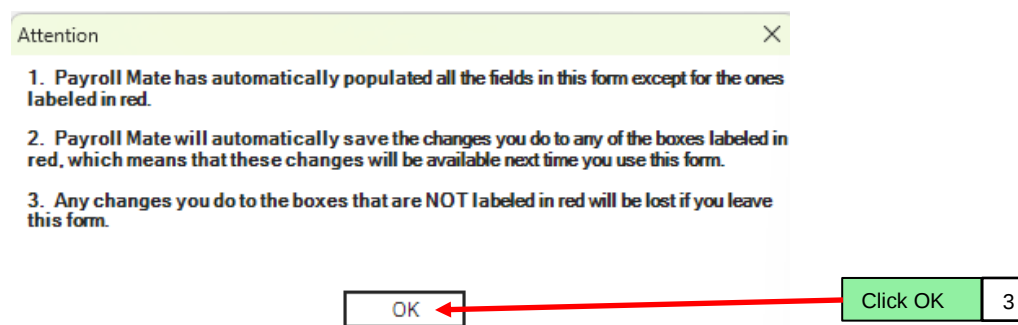
PLEASE REFER TO THE STEPS BELOW:

Answer

1. Click on **Forms** from the shortcut menu.
2. Click on **941** - Employer's Quarterly Federal Tax Return.



3. Read the Notice that pops up and click **OK**



4. Click **Change Quarter**

[Choose another Federal Form](#)

Form 941-First Quarter

Click Change Quarter 4

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.

5. Select the **Quarter** you need from the drop-down

6. Click **OK**

Choose Quarter

Year XXXX

Quarter 1

OK Cancel

Select the Quarter from the drop-down 5

Click OK 6

7. Click **Print**

[Choose another Federal Form](#)

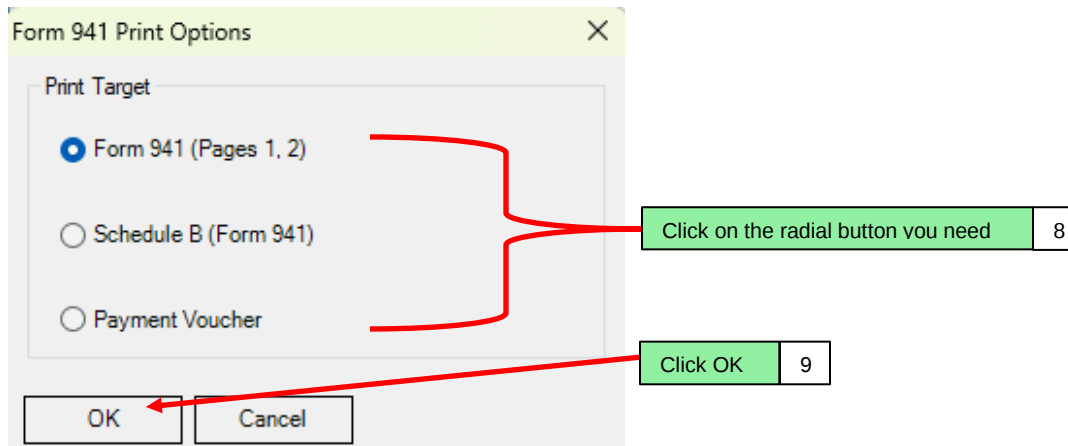
Form 941-First Quarter

Click Print 7

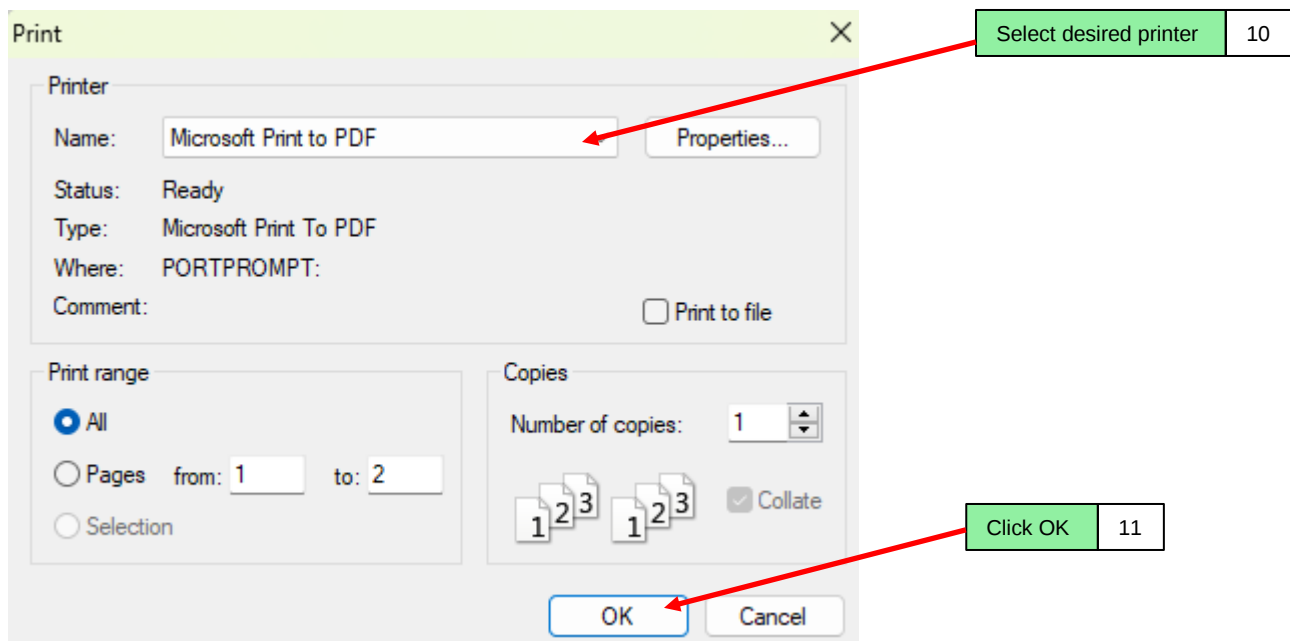
Change Quarter Preparer / Design Preview Print Override Calculations

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.

8. Click on the **radial button** specific to your required print option
9. Click **OK**



10. Select your **desired printer** from the drop down
11. 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 941, click on **Preparer/Designee**, and fill in the applicable details.