

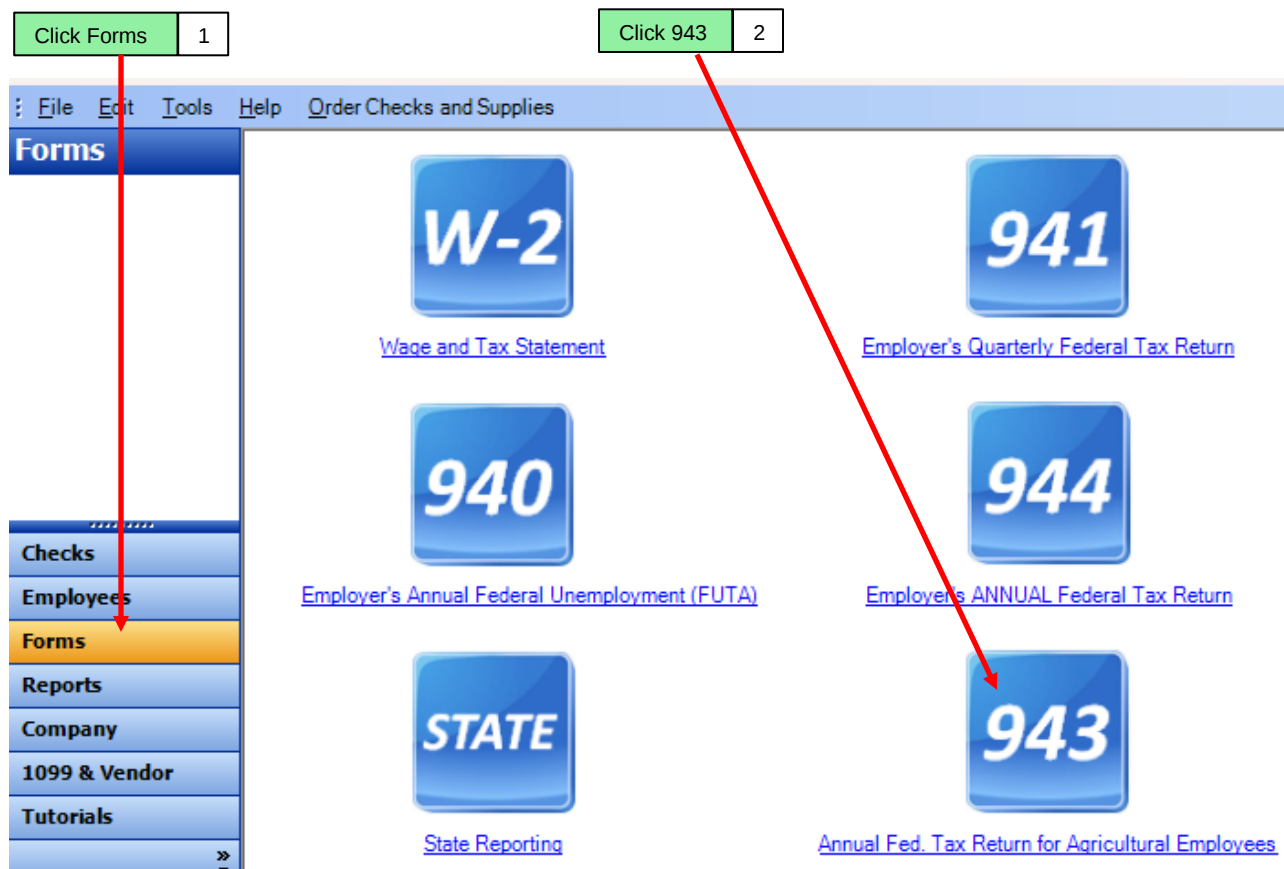
HOW TO PRINT FORM 943

Question

PLEASE REFER TO THE STEPS BELOW:

Answer

1. Click on **Forms** from the shortcut menu
2. Click on **943** – Annual Fed. Tax Return for Agricultural Employees



3. Click **Print**

[Choose another Federal Form](#)

Form 943

Preparer / Designee

Preview

Print

Override Calculations

If you click the Preview button 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 the Payroll Mate icon). You can maximize it to show the form preview window.

4. Select your **desired printer** from the drop down

5. Click **OK**

Print

Printer

Name: Microsoft Print to PDF

Status: Ready

Type: Microsoft Print To PDF

Where: PORTPROMPT:

Comment:

Print to file

Print range

All

Pages from: 1 to: 2

Selection

Copies

Number of copies: 1

Collate

OK

Cancel

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 943, click on **Preparer/Designee**, and fill in the applicable details.