

HOW TO PRINT FORM 944

Question

PLEASE REFER TO THE STEPS BELOW:

Answer

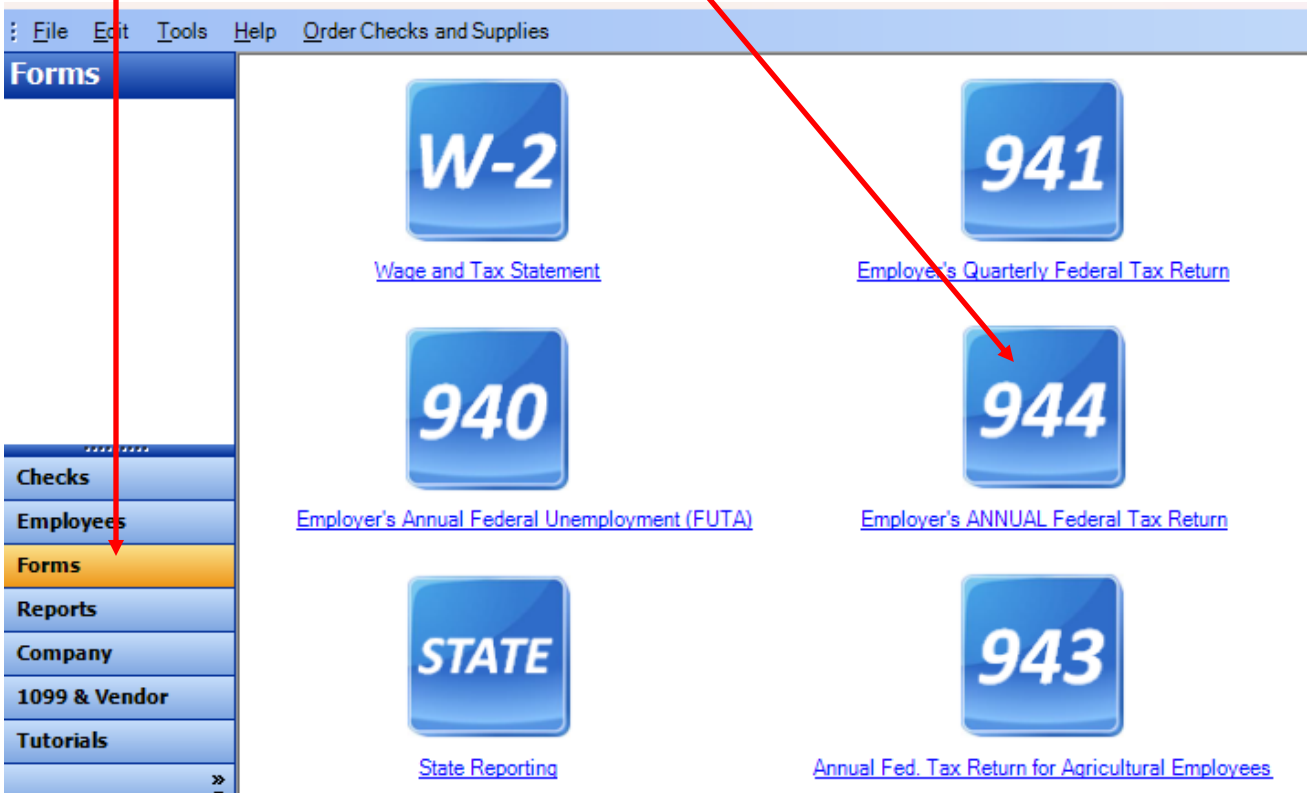
1. Click on **Forms** from the shortcut menu
2. Click on **944** – Employer's ANNUAL Federal Tax Return

Click Forms

1

Click 944

2



The screenshot shows the Payroll Mate software interface. On the left is a vertical menu with options: Forms, Checks, Employees, Reports, Company, 1099 & Vendor, and Tutorials. The 'Forms' option is highlighted. A red arrow points from the 'Click Forms' button in the step indicator to the 'Forms' menu item. The main window displays a grid of form icons: W-2 (Wage and Tax Statement), 941 (Employee's Quarterly Federal Tax Return), 940 (Employer's Annual Federal Unemployment (FUTA)), 944 (Employer's ANNUAL Federal Tax Return), STATE (State Reporting), and 943 (Annual Fed. Tax Return for Agricultural Employees). A second red arrow points from the 'Click 944' button in the step indicator to the '944' form icon.

3. Click **Print**

[Choose another Federal Form](#)

Form 944

Preparer / Designee

Preview

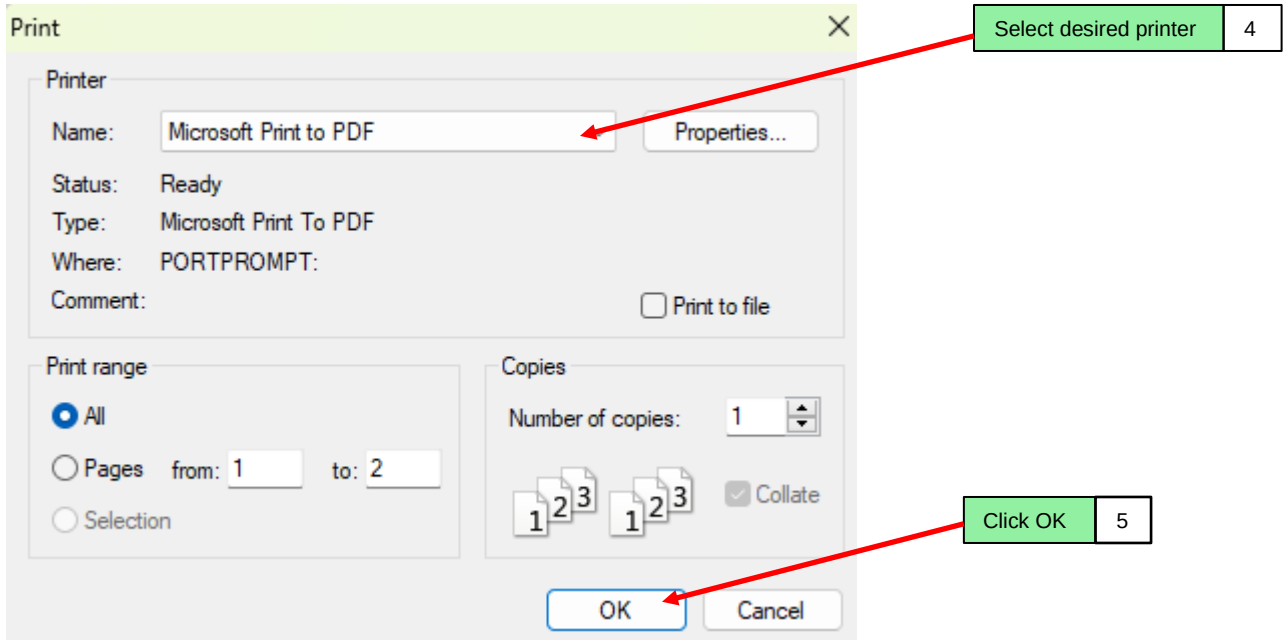
Print

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**



The screenshot shows the 'Print' dialog box with the following fields and controls:

- Printer Name:** Microsoft Print to PDF
- Status:** Ready
- Type:** Microsoft Print To PDF
- Where:** PORTPROMPT:
- Comment:** (empty)
- Print to file:** ☐
- Print range:**
 - ☒ All
 - ☐ Pages from: 1 to: 2
 - ☐ Selection
- Copies:**
 - Number of copies: 1
 - ☒ Collate
- Buttons:** OK, Cancel

Annotations with red arrows point to the following elements:

- A green box labeled 'Click Print' with the number '3' points to the 'Print' button in the Form 944 interface above.
- A green box labeled 'Select desired printer' with the number '4' points to the 'Name' field in the 'Printer' section.
- A green box labeled 'Click OK' with the number '5' points to the 'OK' button at the bottom.

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