

# *How to Print Form 944 in Payroll Mate®*

Start by Opening your  
**Payroll Mate**  
Program



Go to → **File** → **Open Company** 1

File Edit Tools Help Order Checks and Supplies

New Company  
**Open Company**  
Delete Company  
Exit

Check Preview [09/04/2013] - Check # [1]

Check Summary for "Leader Smith"

Pay Period: From: 09/01/2013 To: 09/03/2013

Net Pay: \$146.83

September

09  
Le

Open Company

Company Name:

Sample Company 2012  
Tutorial

Select the **company** you want to open 2

Click → **OK** 3

OK Cancel

2013

Checks  
Employees  
Forms  
Reports  
Company  
Vendor Center

YTD:

\$14.00
\$11.16
\$2.61
\$0.00
\$0.00
\$3.60
\$11.16
\$2.61
\$1.08

Deduction Details

Title:	Amount:	YTD:
Garnishment	\$1.80	\$1.80

Tutorial - Payroll Mate (2013)

File Edit Tools Help Order Checks and Supplies

**Forms**

Click → **Forms** 4

2013

Checks

Employee

**Forms**

Reports

Company

Vendor Center

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

Click → 944 5

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.

**Tutorial - Payroll Mate (2013)**

File Edit Tools Help Order Check

**Forms**

[Choose another Federal Form](#)

**Form 944**

Edit Preparer Info **Export**

Part 1: Answer these questions for 2013

1 Wages, tips, and other compensation 1 7670.00

2 Income tax withheld from wages, tips, and other compensation 100.64

3 ☐ If no wages, tips, and other compensation are subject to social security or Medicare tax, Check and go to line 5

4a Taxable social security wages 7670.00 X .104 = 951.08

4b Taxable social security tips 0.00 X .104 = 0.00

4c Taxable Medicare wages & tips 7670.00 X .029 = 222.43

4d Add Column 2 line 4a, Column 2 line 4b, and Column 2 line 4c 4d 1173.51

5 Total taxes before adjustments (add lines 2 and 4d) 5 1274.15

6 Current year's adjustments 6 -1040.39

7 Total taxes after adjustments. Combine lines 5 and 6 7 233.76

**2013**

Checks

Employees

**Forms**

Reports

Company

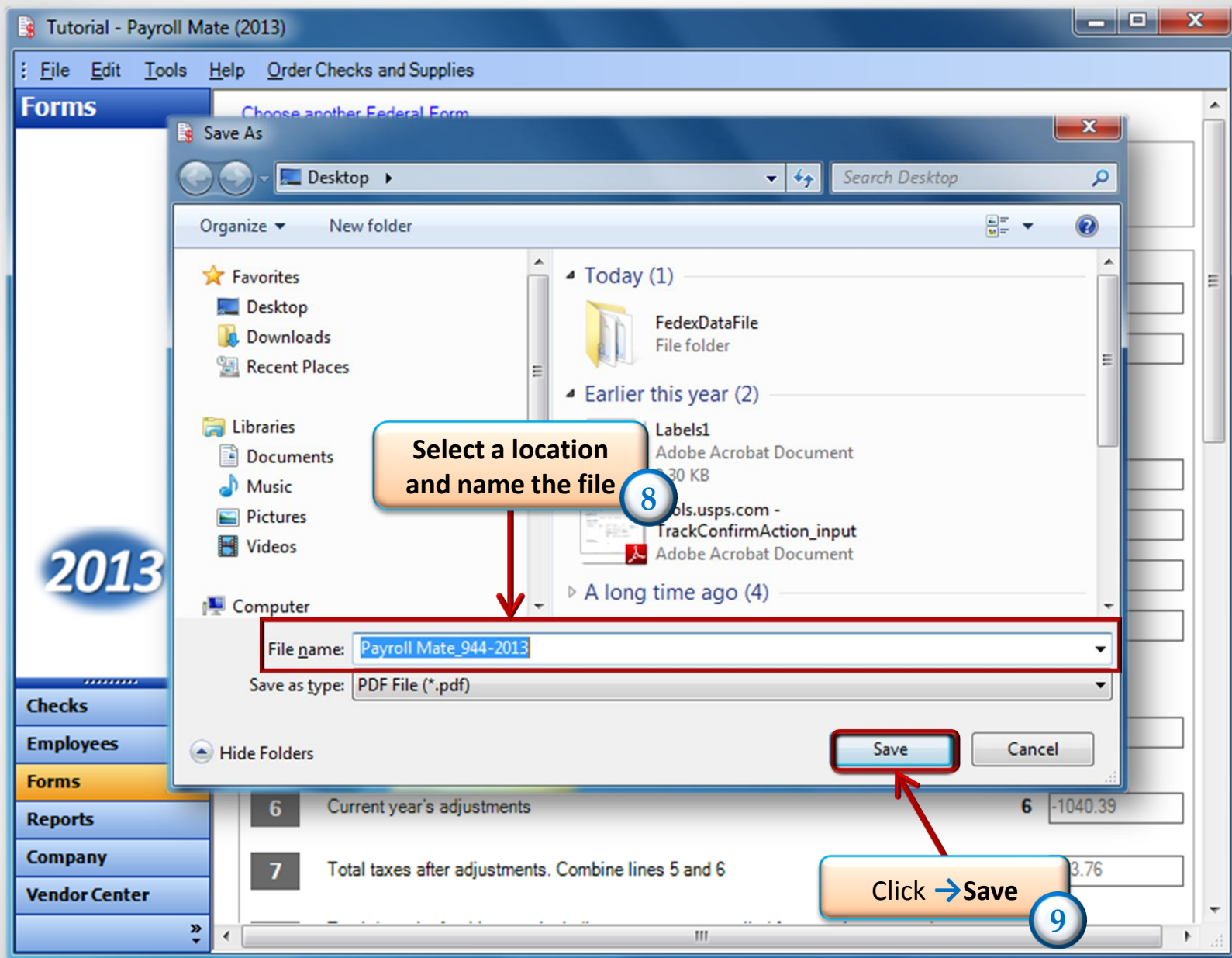
Vendor Center

**Review Form** and fill in applicable fields that are bold

6

Click → **Export**

7





Open the file you saved.

Payroll Mate\_944-2013.pdf - Adobe Reader

File Edit View Document Tools Window Help

1 / 4 47.5%

Find

Please fill out the following form. You cannot save data in this form.

Select the printer.

10

Highlight Fields

Form **944 for 2012: Employer's ANNUAL Federal Tax Return**  
Department of the Treasury — Internal Revenue Service

Employer identification number (EIN) 1 2 - 3 4 5 6 7 8 9 0

Name (not your trade name) Tutorial

Trade name (if any)

Address 1234 S Collin Dr  
Number Street Suite or room number  
Tirley Hills IL 60199  
City State ZIP code

**Who Must File Form 944**  
You must file annual Form 944 instead of filing quarterly Forms 941 only if the IRS notified you in writing. You also must file Form 944 (or Form 944 (SP)) for 2012 if you filed Form 944-SS or Form 944-PR in 2011 and you did not request to file Forms 941-SS or Forms 941-PR for 2012. Instructions and prior-year forms are available at [www.irs.gov/form944](http://www.irs.gov/form944).

Read the separate instructions before you complete Form 944. Type or print within the boxes.

**Part 1:** Answer these questions for this year. Employers in American Samoa, Guam, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, and Puerto Rico can skip lines 1 and 2.

1 Wages, tips, and other compensation 1 7670 00

2 FEDERAL income tax withheld from wages, tips, and other compensation 2 100 64

3 If no wages, tips, and other compensation are subject to social security or Medicare tax 3 ☐ Check and go to line 5.

4 Taxable social security and Medicare wages and tips:

4a Taxable social security wages Column 1 7670 00  $\times .104 =$  Column 2 951 08

4b Taxable social security tips  $\times .104 =$

For 2012, the employee social security tax rate is 4.2% and the Medicare tax rate is 1.45%. The employer social security tax rate is



***Congratulations. Form 944 has been printed!***

**[www.PayrollMate.com](http://www.PayrollMate.com)**

**1-800-507-1992**