

How to Print Form 940 in Payroll Mate®

Start by Opening your
Payroll Mate
Program



Go to → File → Open Company 1

Select a company to open 2

Click → OK 3

2013

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

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

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

2013

Checks

Employee

Forms

Reports

Company

Vendor Center

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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 Checks and Supplies

Forms

[Choose another Federal Form](#)

Form 940

Edit Preparer Info Preview Print

Type of Return (Check all that apply.)

- a. Amended
- b. Successor employer
- c. No payments to employees in 2013
- d. Final: Business closed or stopped paying wages

Part 1: Tell us about your business

1a If you had only one employer, enter the name of the employer.

1b If you had to pay state unemployment tax in more than one state, you are a multi-state employer. Check here. Complete Schedule A (Form 940)

2 If you paid wages in a state that is subject to CREDIT REDUCTION. Check here. Complete Schedule A (Form 940)

State in which you were required to pay state unemployment tax this year: IL

Part 2: Determine your FUTA tax before adjustments for 2013. If any line does NOT apply, leave it blank.

Review Form and fill in applicable fields that are bold (You can Preview the form before you print it)

Click → Print



Congratulations. A form 940 has been printed!

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1-800-507-1992