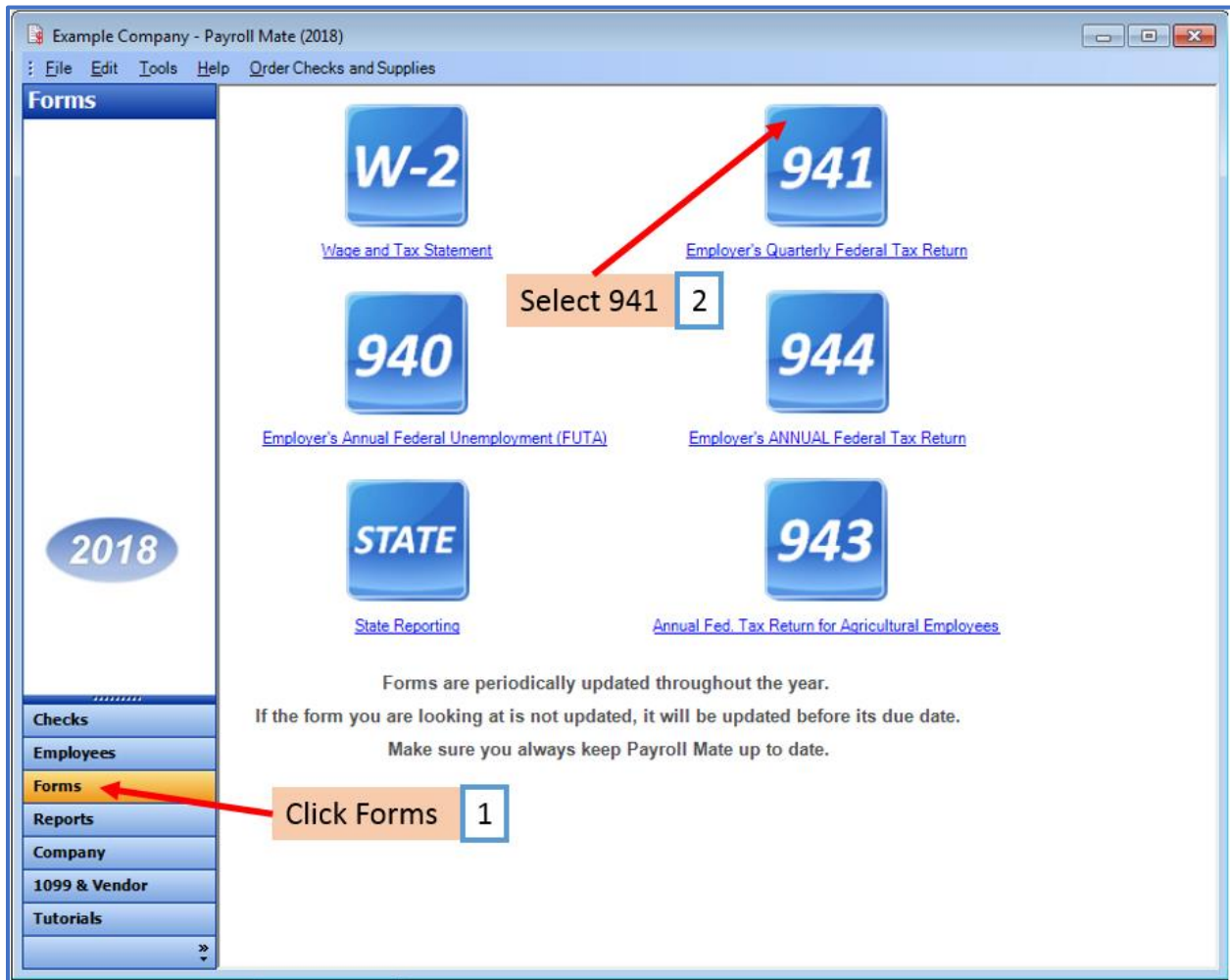


How to Print 941 Payment Voucher in Payroll Mate

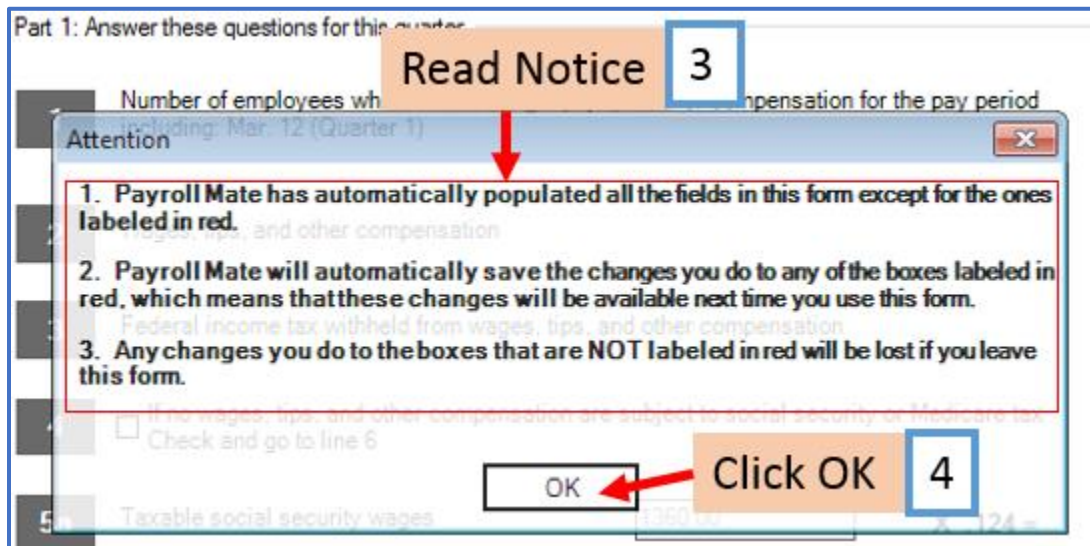
Make sure you have the correct Company open inside Payroll Mate

1. Inside Payroll Mate Software, Click Forms from Shortcuts
2. Select 941 Form



3. Read important information

4. Click OK



5. Click Change Quarter

6. Select correct quarter

7. Click OK

The screenshot displays the 'Example Company - Payroll Mate (2018)' interface. The 'Forms' section is active, showing 'Form 941-First Quarter'. A red arrow points to the 'Change Quarter' button, which is highlighted with a blue box and the number '5'. Below this, a 'Choose Quarter' dialog box is open, showing 'Year: 2018' and 'Quarter: 1'. A red arrow points to the 'Quarter' dropdown menu, which is highlighted with a blue box and the number '6'. Another red arrow points to the 'OK' button in the dialog box, which is highlighted with a blue box and the number '7'. The main form contains various fields for tax calculations, including 'Number of employees', 'Wages, tips', 'Federal income tax', and 'Total taxes after adjustments'. A '2018' badge is visible on the left side of the form. The bottom left navigation menu includes 'Checks', 'Employees', 'Forms', 'Reports', 'Company', '1099 & Vendor', and 'Tutorials'.

8. Click Print

Example Company - Payroll Mate (2018)

File Edit Tools Help Order Checks and Supplies

Forms

[Choose another Federal Form](#)

Form 941-First Quarter

Change Quarter Preparer / Designee Preview **Print** Override Calculations

Part 1: Answer these questions for this quarter.

Click Print 8

1	Number of employees who received wages, tips, or other compensation for the pay period including: Mar. 12 (Quarter 1)	1	4
2	Wages, tips, and other compensation	2	0.00
3	Federal income tax withheld from wages, tips, and other compensation	3	0.00
4	<input checked="" type="checkbox"/> If no wages, tips, and other compensation are subject to social security or Medicare tax. Check and go to line 6		
5a	Taxable social security wages	0.00	X .124 = 5a 0.00
5b	Taxable social security tips	0.00	X .124 = 5b 0.00
5c	Taxable Medicare wages & tips	0.00	X .029 = 5c 0.00
5d	Taxable wages & tips subject to Additional Medicare Tax withholding	0.00	X .009 = 5d 0.00
5e	Add Column 2 from lines 5a, 5b, 5c, and 5d		5e 0.00
5f	Section 3121(q) Notice and Demand—Tax due on unreported tips		5f 0.00
	Click here to edit		
6	Total taxes before adjustments (add lines 3, 5e, and 5f)	6	0.00
7	Current quarter's adjustment for fractions of cents	7	0.00
8	Current quarter's adjustment for sick pay	8	0.00
9	Current quarter's adjustments for tips and group-term life insurance	9	0.00
	Total adjustments Click here to Add / Delete Adjustments		0.00
10	Total taxes after adjustments. Combine lines 6 through 9	10	0.00
11	Qualified small business payroll tax credit for increasing research activities. Attach Form 8974		

2018

Checks
Employees
Forms
Reports
Company
1099 & Vendor
Tutorials

9. Select Payment Voucher

10. Click OK

Example Company - Payroll Mate (2018)

File Edit Tools Help Order Checks and Supplies

Forms

Choose another Federal Form

Form 941-First Quarter

Change Quarter Preparer / Designee Preview Print Override Calculations

Part 1: Answer these questions for this quarter.

2018

1	Number of employees including: Mar. 12 (C	1	4
2	Wages, tips, and othe	2	0.00
3	Federal income tax v	3	0.00
4	<input checked="" type="checkbox"/> If no wages, tips, e Check and go to li		
5a	Taxable social secur	5a	0.00
5b	Taxable social security tips	5b	0.00
5c	Taxable Medicare wages & tips	5c	0.00
5d	Taxable wages & tips subject to Additional Medicare Tax withholding	5d	0.00
5e	Add Column 2 from lines 5a, 5b, 5c, and 5d	5e	0.00
5f	Section 3121(q) Notice and Demand--Tax due on unreported tips	5f	0.00
6	Total taxes before adjustments (add lines 3, 5e, and 5f)	6	0.00
7	Current quarter's adjustment for fractions of cents	7	0.00
8	Current quarter's adjustment for sick pay	8	0.00
9	Current quarter's adjustments for tips and group-term life insurance	9	0.00
	Total adjustments		0.00
10	Total taxes after adjustments. Combine lines 6 through 9	10	0.00
11	Qualified small business payroll tax credit for increasing research activities. Attach Form 8974		

Form 941 Print Options

Preview Target

Form 941 (Pages 1, 2)

Schedule B (Form 941)

Payment Voucher

OK Cancel

9 Select Payment Voucher

10 Click OK

11. Select Printer

12. Click OK

The screenshot displays the 'Form 941-First Quarter' window in Payroll Mate. A 'Print' dialog box is overlaid on the form. The dialog box shows the printer name 'Send To OneNote 2016' selected in a dropdown menu. A red arrow points to this dropdown with the callout 'Select Printer 11'. The 'OK' button at the bottom of the dialog box is highlighted with a blue box, and a red arrow points to it with the callout 'Click OK 12'. The background form shows various tax-related fields and a sidebar with navigation options like 'Checks', 'Employees', 'Forms', 'Reports', 'Company', '1099 & Vendor', and 'Tutorials'. A '2018' badge is visible on the left sidebar.