

Payroll Compliance Reporting Learning Portal

Print Alignment

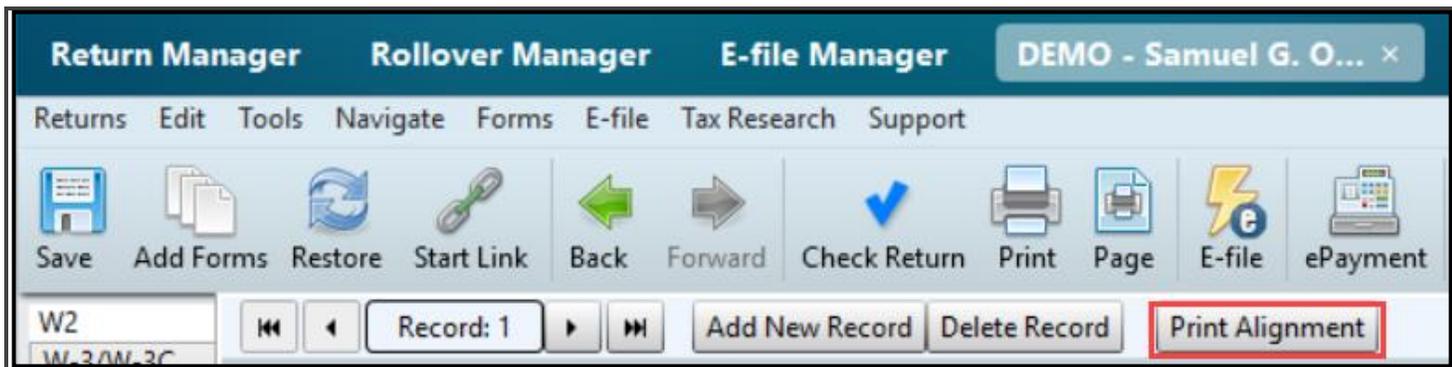
The IRS and Social Security Administration (SSA) use an electronic format to read paper returns. Returns must be printed to meet IRS standards. Forms W-2, W-2c, W-3 and W-3c use a special printing utility to print the multi-copy formats required by the SSA. These forms must be printed on a laser printer using black ink.

Forms 1099, 1098, 5498 and W-2G must be printed on red preprinted forms. You can order these forms from the IRS or NELCO. Many office supply stores also sell these. If you plan to file paper returns with the IRS or the SSA, please read IRS Publications 1141, 1167 and 1179 for specific details about IRS requirements for substitute forms, including print characteristics. The IRS updates these publications as its standards change.

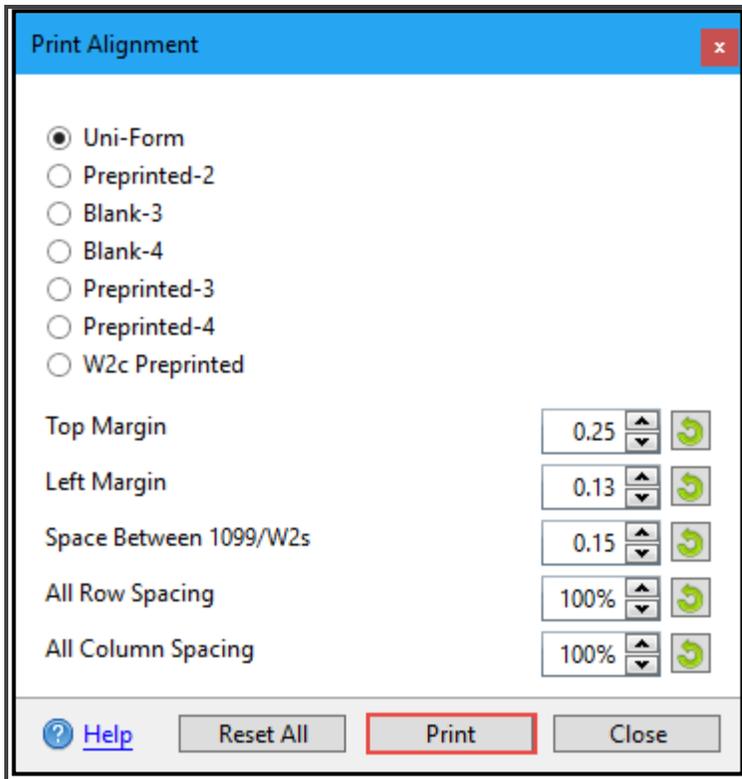
Aligning Data

To align W-2 and 1099 data when printing on substitute forms, do the following:

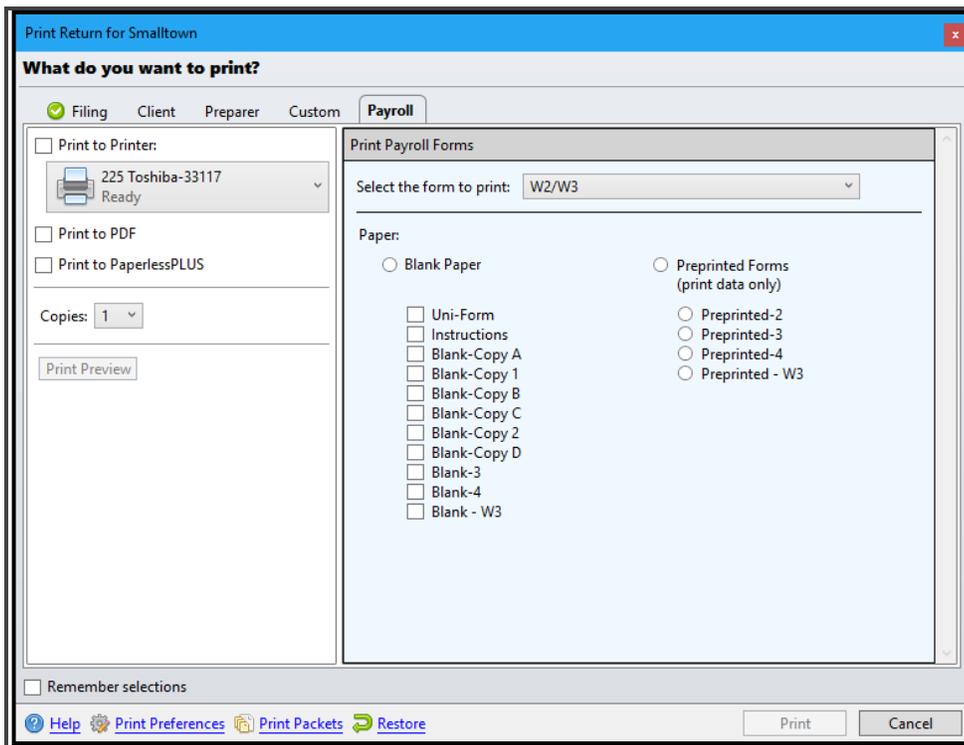
1. Open a return and click the **Print Alignment** button above the form.



2. Payroll Compliance Reporting displays the **Print Alignment** dialog box. Select the appropriate paper type.
 - i** If you select **Preprinted forms**, load the paper for the appropriate copy into the printer.
3. Adjust the margins and row spacing and click **Print**.



4. Payroll Compliance Reporting displays the **Print** dialog box.



5. From the Print Payroll Forms section, select the form to print.

Print Payroll Forms

Select the form to print: W2/W3

Paper:

Blank Paper

Preprinted Forms (print data only)

6. Specify your **Blank Paper Printing** and **Preprinted Form** preferences.

Print Payroll Forms

Select the form to print: W2/W3

Paper:

Blank Paper

Preprinted Forms (print data only)

Uni-Form

Instructions

Blank-Copy A

Blank-Copy 1

Blank-Copy B

Blank-Copy C

Blank-Copy 2

Blank-Copy D

Blank-3

Blank-4

Blank - W3

Preprinted-2

Preprinted-3

Preprinted-4

Preprinted - W3

7. Click **Print**.

Remember selections

[Help](#) [Print Preferences](#) [Print Packets](#) [Restore](#)

Mark/Unmark All

To make it easier to choose which records to print, Payroll Compliance Reporting now includes a Mark All and Unmark All option on Detail worksheets.

Name	X to print	Soc. Sec. Num.	Control Number	Last Name	Suffix	First Name	M.I.
Megan Caldwell	X		80001	Caldwell		Megan	
Salon Employee	X		12345	Employee		Salon	
Dan Johnson	X		10001	Johnson		Dan	
Kristina M Kelley	X		6	Kelley		Kristina	M
Rachel P Nevels	X		3	Nevels		Rachel	P
Samuel G Omega	X		1	Omega		Samuel	G
Maria Rangel	X		15	Rangel		Maria	
Susan Rangel	X		21	Rangel		Susan	
Rebekah M Schwartz	X		8	Schwartz		Rebekah	M
Janet Slaughter	X		20001	Slaughter		Janet	
Peggy Smith	X		20	Smith		Peggy	

On the W2 or 1099 detail tab, click **Mark All** or **Unmark All** to choose all records at once.

