

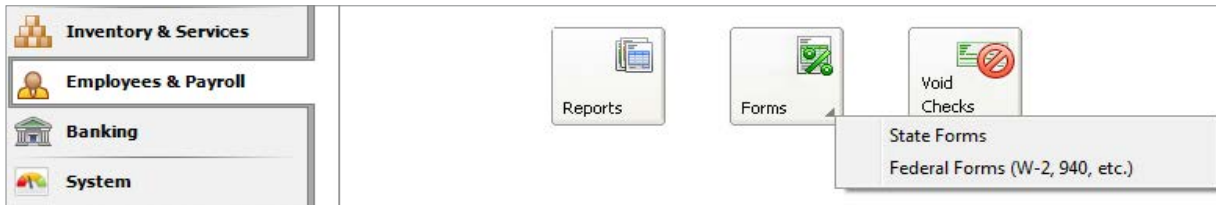
# Printing and E-Filing Tax Forms

Available in Sage 50 Pro Accounting and Higher

## Quick Reference Guide

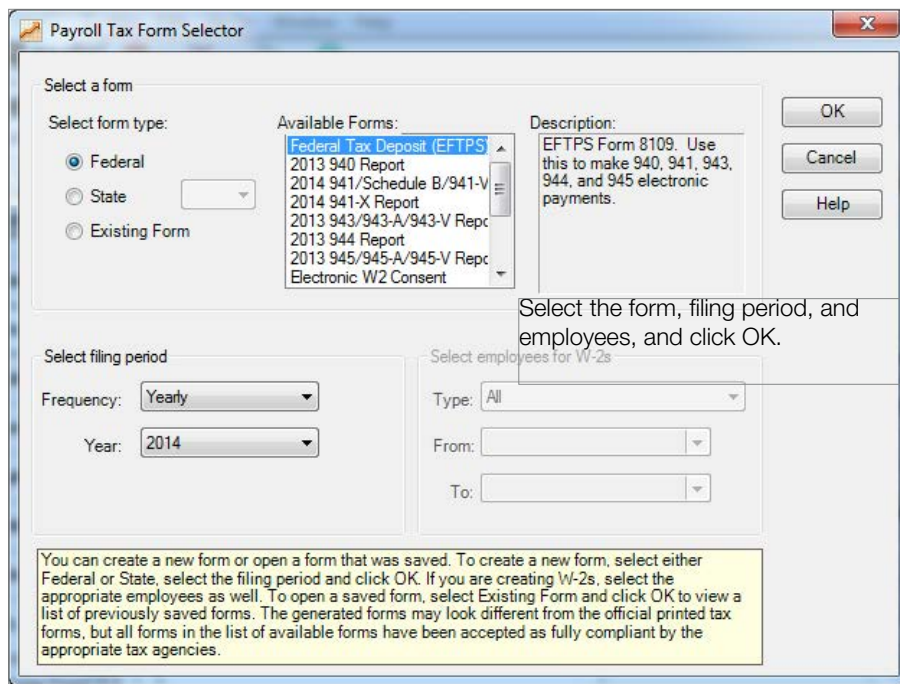
### How do I access my payroll tax forms?

Go to the **Employees & Payroll Navigation Center** and select Forms. Here you can access both state and federal forms.



### Printing and e-Filing

If you have subscribed and registered a payroll tax solution, you have access to the convenient Print-N-Sign forms (compatible with laser or inkjet printers). You can print or e-File federal and state tax forms on plain paper. You have access to over 260 state and federal forms and will receive updated tax changes throughout the year.



Sage 50's Print-N-Sign tax forms allow you to enter information in the proper fields. You can print most forms on plain paper.

Review / Edit
My Copy
Federal Copy
?

2  
2 pages

**Red Fields must be filled before continuing.**

Print

Save

Prev Step

Next Step

750214

Aatrix Rev. 6/18/14

<small>Name (not your trade name)</small> BELLWETHER GARDEN SUPPLY	<small>Employer identification number (EIN)</small> 58-2560752
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**Part 2: Tell us about your deposit schedule and tax liability for this quarter.**

**If you are unsure about whether you are a monthly schedule depositor or a semiweekly schedule depositor, see Pub. 15 (Circular E), section 11.**

**14 Check one:**  Line 10 on this return is less than \$2,500 or line 10 on the return for the prior quarter was less than \$2,500, and you did not incur a \$100,000 next-day deposit obligation during the current quarter. If line 10 for the prior quarter was less than \$2,500 but line 10 on this return is \$100,000 or more, you must provide a record of your federal tax liability. If you are a monthly schedule depositor, complete the deposit schedule below; if you are a semiweekly schedule depositor, attach Schedule B (Form 941). Go to part 3.

**You were a monthly schedule depositor for the entire quarter.** Enter your tax liability for each month and total liability for the quarter, then go to Part 3.

Tax liability: Month 1	11386	17	
Month 2	11386	17	
Month 3	11386	17	
<b>Total liability for quarter</b>	<b>34158</b>	<b>51</b>	<b>Total must equal line 10.</b>

**You were a semiweekly schedule depositor for any part of this quarter.** Complete Schedule B (Form 941), Report of Tax Liability for Semiweekly Schedule Depositors, and attach it to Form 941.

If you prefer to electronically file your forms, click the e-File button if you have subscribed to Sage 50's e-Filing service.

**Filing Options**

Please select how you want to file your report.

**e-File**

Click the e-File button to electronically file this form.

**Print**

Click the Print button to open the Print window, which allows you to set up your printer, insert blank forms or plain paper, and use the Page Align feature. When you are done printing your forms, sign, fold, and mail them to the local, state, and/or federal agency.

**Did you know?**

- You can [view more information or subscribe to a payroll tax solution online.](#)

For more info, visit: [Sage.com](http://Sage.com)  
or contact us at 866-996-7243