

## How do I get my 1096/W3? :

- To view or print the 1096 or W-3, you must begin at the Main Menu, scroll down to File Manager.
- At the File Manager page, select the desired file by clicking on the circle to the right of the name, then scroll down and click on View/Print Totals.
- The 1096/W-3 will open in a new tab. If the file has been e-Filed; the customer can click on View e-Filing Confirmation towards the bottom of the page to see that information.
- To print a blank 1096/W-3 form, click the link at the bottom of the page.

