

How do I print forms, or save as a PDF? :

- If you are needing to print out your files, please make sure to have paid for the files you have created to be e-Filed.
- From the Main Menu page, within the list of files any files that have been paid for should be in black and you will select the blue letters of the status.
- You will be prompted to a new page where a list of the recipients will be available for you to view.
- From here please select what copy of the form you will need to print (ex. Copy B or Copy C) as well as whether you would like to mask the recipient's SSN. The IRS recommends recipient SSN's to be masked if they are to be mailed out.
- After making the selections, scroll down a short way and click on the View/Print tab. The forms will pop up in a separate tab from which they can be printed. You can print them on plain copy paper and will fit in the IRS required number 9 double window envelope.
- The Forms can be saved to a PDF format by selecting that option to print to PDF. You are allowed to email the forms to the recipients, but you must have their permission before hand.