

PrintBack Notes

To REQUEST PrintBack – Check a box. Two options are available on the **Employer** or **Payer** Screen.
OR, you can make PrintBack to be your *default* shipping method by calling your Processing Center.

- 1. Standard Printback** - Returns transmitted by 4:30 PM will be available for download by 8 AM the next business day. Cost per return: \$1.10.
- 2. Expedite Printback** - Returns transmitted by 4:30 PM will be available *within 2 hours* of transmission on regular business days. Cost per return: \$2.10.

To DOWNLOAD processed returns

1. Use the “GetPrintBack” program on your desktop (downloaded with WinRX or separately)
-OR-
2. Go to www.accupaysystems.com
 - CLICK on **Quick Links- Printback** on the AccuPay home page.
 - ENTER your 4 digit Account Number and PrintBack Password.
 - CLICK on Download.
 - SAVE the file on your computer. File name includes the date and time of processing. AccuPay recommends that you setup a specific download directory for all of your returns.

OTHER Important Information

- Fileable RED W-2s, 1099s and DE542s will NOT be included in PrintBack files. AccuPay will print and ship these forms to you. Normal shipping charges will apply.
- Payroll returns that FAIL electronic edits will receive Red W-2 forms automatically.
- As part of normal website maintenance procedures, returns not downloaded within 7 business days may be deleted from the website.
- Return file names include both the Employer/Payer Name and the processing *date and time*. If a return is processed multiple times, be sure you download the latest processing.
- AccuPay Systems retains only the LAST processing.
- All filing labels, employee address labels, and payee address label pages are formatted to the standard 1” x 4” label stock (Avery 5161).

WinRX PrintBack OPTIONS

Number of Copies:

- (default) Each PrintBack file includes **1 complete copy for Employer records** and **1 filing copy** (if required), along with all diagnostic reports. Additional copies can be printed at any time.
- If you want an **extra** copy for your records to be included in the PrintBack file, make the selection here.

Employee W-2s:

- (default) AccuPay will include the Employee copies of the W-2s in the **same file as the other forms**.
- If you prefer to have the Employee copies in a **separate file**, select the second option. Year-end reports will be in the “A” file. Employee W-2s will be in the second “B” file.

Print Back Files

907A	SHERWOOD FOREST	18-90701/15/2006 04.21 PM
907B	SHERWOOD FOREST	18-90701/15/2006 04.21 PM

- If you want **AccuPay to print** and ship the Employee copies to you, select the third option. The PrintBack file would include only the Employer copies of the W-2s.