How to print a paycheck on blank stock

In house Payroll Softwware ezPaycheck saves customers time and money on tax calculation and paycheck printing. t can print paychecks on blank stock and pre-printed checks. Users can customize check layout easily with font, logo, signature, extra text labels and lines.

Here are the steps to print a paycheck on blank stock:



Step 1: Specify check paper type in check setup screen

You can click the ezPaycheck left menu "Checks" then "Check List" to access Check Setup screen. Please make sure you checked the option to use blank check stock.

ecks	۲	Check Setup Page	Update
New Check		Print on blank check stock (uncheck to use pre-printed check) Bank information Check this option to print checks on blank	Routing # Account# (9-digit)
Misc. Checks	_	Information: 123 Bank Road	MICR Font Equivalent
Check Selup	7	7	Images Signature Image Path (leave it blank if no signature image in use)
mpany Settings	۲	Transit Code: 67-76890	
ployees	۲	Routing Number: : 123456789 :	Logo Image Path (Leave blank if no image):
ms and Reports	*	Bank Account: 0123456789	B:\chenxi_biz\images\animals\balanc
		Check Information	Company Information on Checks
		Current Check No: 1006	Sample Company
			100 Somewhere Rd.
			Nowhere, CA 90000
		EzPaycheck can print check in Top, Middle	and Bottom formats
		Check Position Ton	Mask SSN Option
			Mask SSN on Paycheck Stub
		Check Layout Setup Print Check Alignment	Note: Modify Offset Left/Right/Up/Down values to

(Click image to enlarge)

Step 2: Create a new check and print it on blank check stock

- Create new checks
- Select checks from check list
- Click Print button to print checks

ezPayCheck 2013 SampleCompa	any, Database Directory: C:	Users\Public\Docu	ments\Halfpri	cesoft\ezPay0	heck				- 0	×
File Company Order Checks Exp	port/Import Direct Depos	it Help								
Checks & S New Check 1 Check List Mise. Checks Company Settings & Employees & Forms and Reports &	Pay To The I Order Of	Sample Com 100 Somewh Nowhere, CA (111) 111-11 David Best t Street C community wCity, CA 32323 heck In Color Community Color Co	pany ere Rd. .90000 11	2 3 4 5 5 7 6	391:012 esh Prir	t / Preview	My Bank 123 Bank Road	No Date 4/1 S **0. Dollars	. 1005 87-76590 8/2013 00 5	-
	Current Selected Check	1005, 1004								
	Celested Check No	Name	Address1	Address2	City&State	SSN	Serial Num Check Amount	Pay Period	Check Da	t Memo
	► ▼ 1005	David Best	First Street	ADC comm	NewCity, CA	232-32-	6 0.0000	4/18/2013	4/18/2013	Pay c
	1004	John Smith	111 Somew	(null)	Nowhere, C	123-45-	5 1554.46	2/18/2013	2/18/2013	Pay d
	1003	John Smith	111 Somew	(null)	Nowhere, C	123-45-	4 1684	1/23/2013	1/23/2013	Pay c
	I 1002	John Smith	111 Somew	(null)	Nowhere, C	123-45-	3 778.34	12/20/201	12/20/201	Pay c
	1	John Smith	111 Somew	(null)	Nowhere, C	123-45-	2 889./3	11/24/201	11/24/201	(null)
	<u>د</u>				Click the	header t	o sort records.			Þ

(Click image to enlarge)

				My Bank		No. 1003	
				123 Bank Road		67-76890	
(111) 1	11-1111				Date	4/19/2013	
Pay To The John Smith					\$	**1 808 15	
One Thousand Eight Hundre	d Eight and 15/100				D	llars	
John Smith	1893						
111 Somewhere	Rd.				1000		
Nownere, CA 9	0000			C	Ampe_		
Memo: Pay check							
•000	0010030 1:	12315578	91:012365	6789	00001-00		
- 665							
Sample Company	Smith, Jol	10	SSN	123-45-6789	Period Beginning	4/6/2013	
100 Somewhere Rd. Nowhere, CA 90000	111 Somev Nowhere, (vhere Rd. CA 90000	Gross Pay Net Pay	\$2,576.92 \$1,808.15	Period Ending Check Date	4/19/2013 4/19/2013	
(111) 111-1111			Filing Statu	s S1	Check No	1003	
Earnings	Hours/Rate	Amount	YTD Amt	Taxes/Deductions	Amour	t YTD Amt	
Salary Demiles built and	0.00/0	\$2,576.92	\$2,576.92	Fed Income Tax	\$428.9	3 \$428.93	
Gross Pay	0.00/0	\$2,576.92	\$2,576.92	Medicare Tax	\$37.3	7 \$37.37	
				State Income Tax	\$142.7	0 \$142.70	
				Health Insurance	\$0.0	\$0.00	
				401K Occupation Tax	\$0.0	0 \$0.00 0 \$0.00	
				City Tax	\$0.0	\$0.00	
				ded 4	\$0.0	50.00	
				Net Pay	\$1.808.1	5 \$1.808.15	
		22.0	0.001	100 45 4000			
100 Somewhere Rd.	111 Some	where Rd.	Gross Pav	\$2.576.92	Period Beginning Period Ending	4/19/2013	
Nowhere, CA 90000	Nowhere,	CA 90000	Net Pay	\$1,808.15	Check Date	4/19/2013	
(111) 111-1111	(****************		Filing Statu	s Sl	Check No	1003	
Earnings	Hours/Rate	Amount	YTD Amt	Taxes/Deductions	Amour	t YTD Amt	
Salary Regular hourly nav	0.00/0	\$2,576.92	\$2,576.92 \$0.00	Fed Income Tax Social Security Tay	\$428.9	3 \$428.93 7 \$159.77	
Gross Pay		\$2,576.92	\$2,576.92	Medicare Tax	\$37.3	7 \$37.37	
				State Income Tax	\$142.7	0 \$142.70	
				Health Insurance	50.0	50.00 50.00	
				401K	\$0.0	\$0.00	
				Occupation Tax	\$0.0	\$0.00	
				ded 4	50.0	0.00	
				deduction 5	\$0.0	\$0.00	
				Net Pay	\$1,808.1	5 \$1,808.15	

To learn more about ezPaycheck, visit <u>http://www.halfpricesoft.com/index.asp</u>