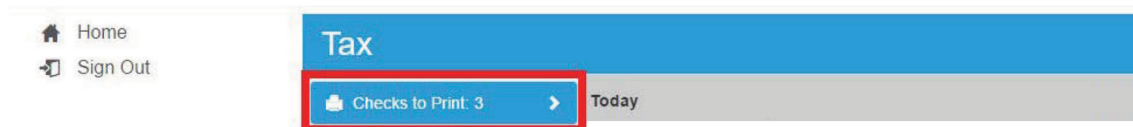# EPS Financial Check Printing Guide

To print checks, Adobe Acrobat will need to be installed on the computer. Verify Adobe Acrobat Reader is installed or download a free copy from the Adobe's website before proceeding.

Log in to your account at www.EPSTax.net

Under the Tax Header, you will see "checks to print" if you have taxpayer checks available for printing.

Clicking "checks to print" will list the checks that are available to print. Select the check(s) you would like to print individually or click "select all" to print all available checks.
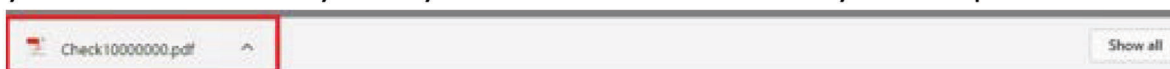
Enter the starting check number, then click "print".
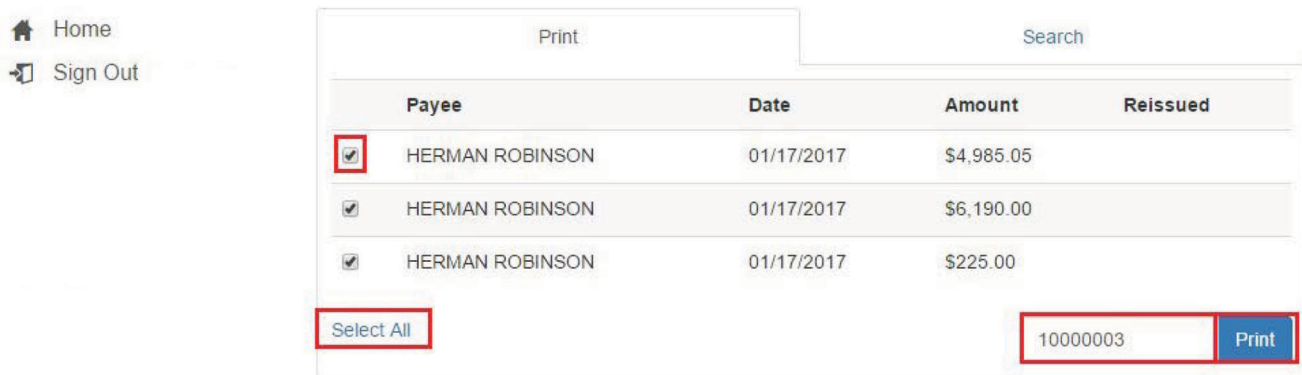
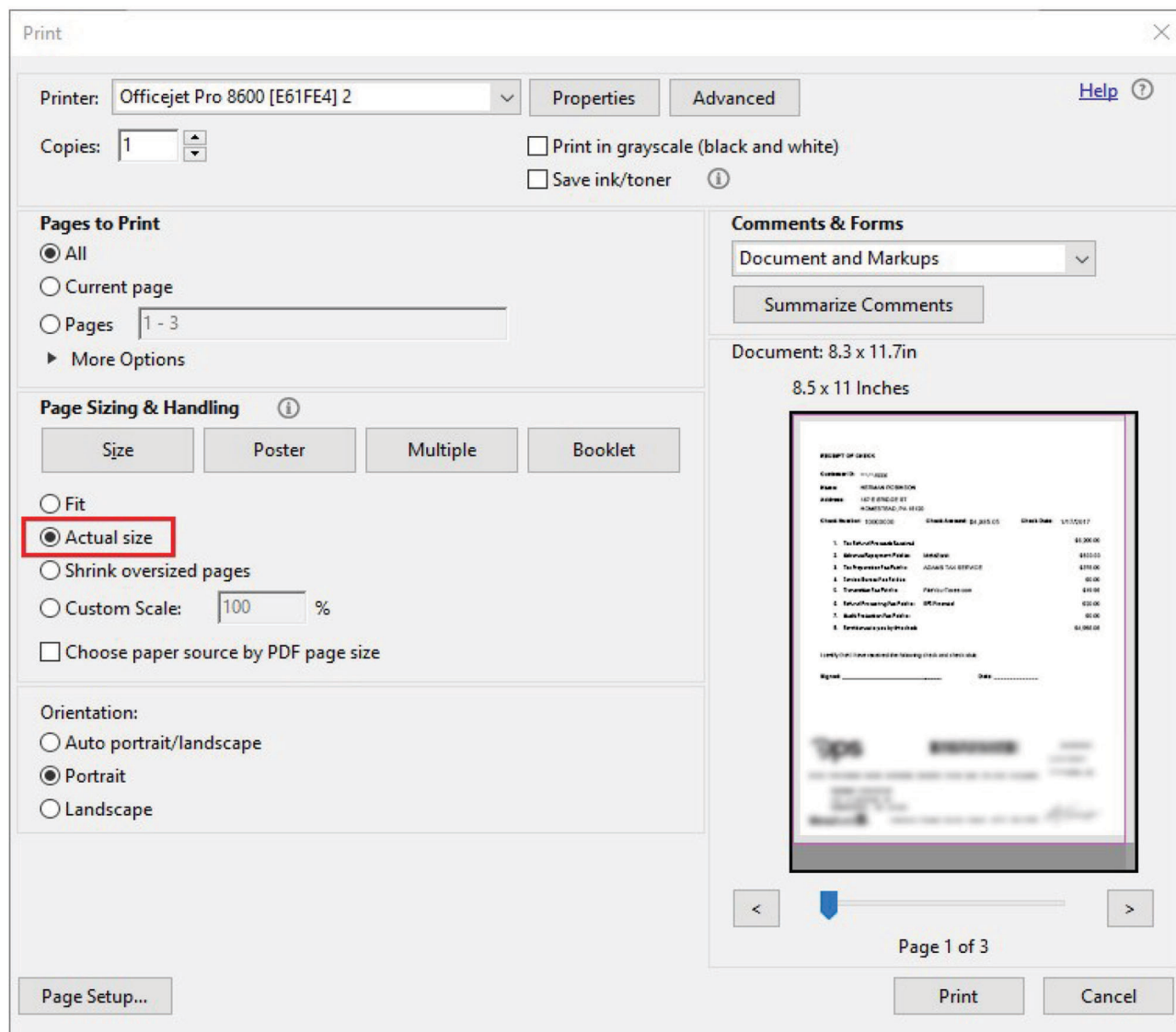

A pop-up box will appear, "Confirm Check Prints".

Simultaneously, the check print PDF will begin downloading. Open the PDF from the bottom of your screen or directly from your "downloads" folder on your computer.
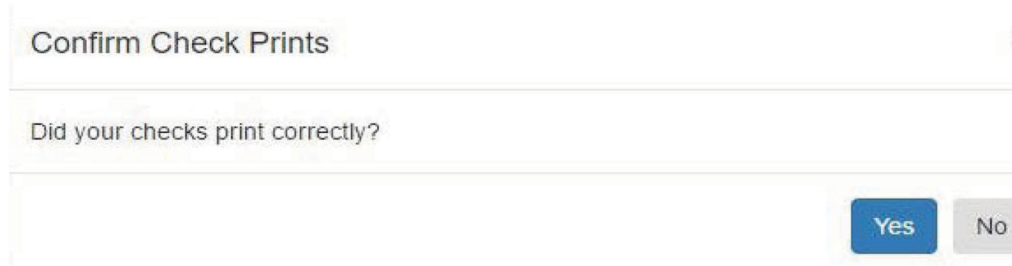
When the PDF opens, you will see a preview of the check(s). Make sure the printer is loaded correctly with check stock. Click the printer icon.
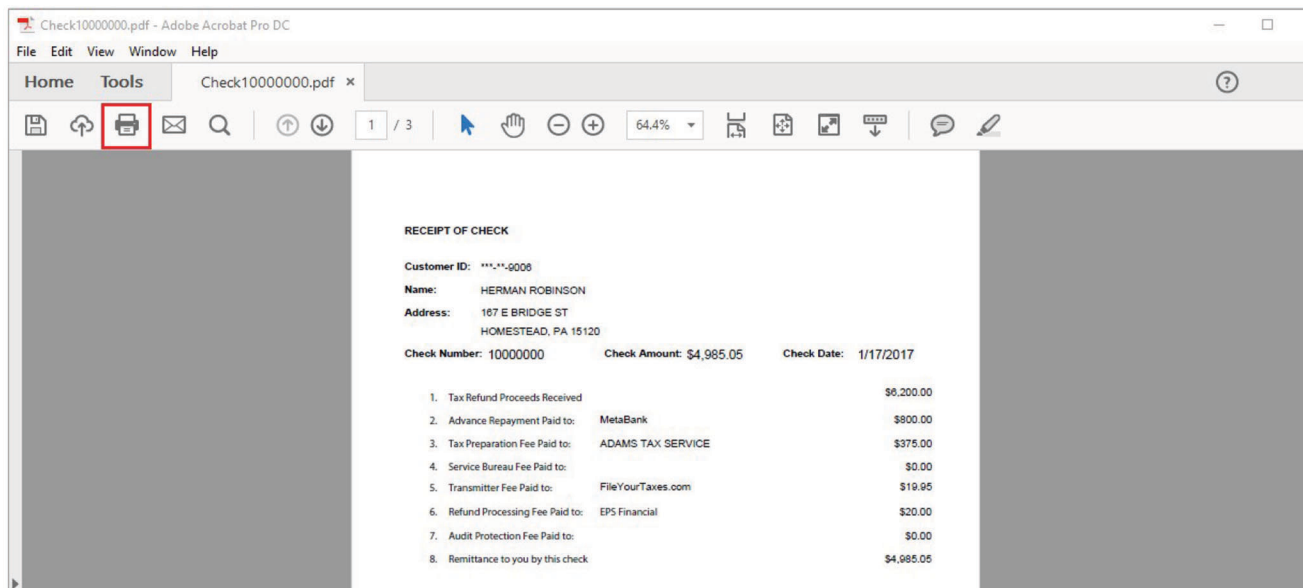
Before printing, confirm the Page Size & Handling is set to "actual size", then, click "print".

A pop-up box will appear, "Confirm check prints".

Confirm Check Prints

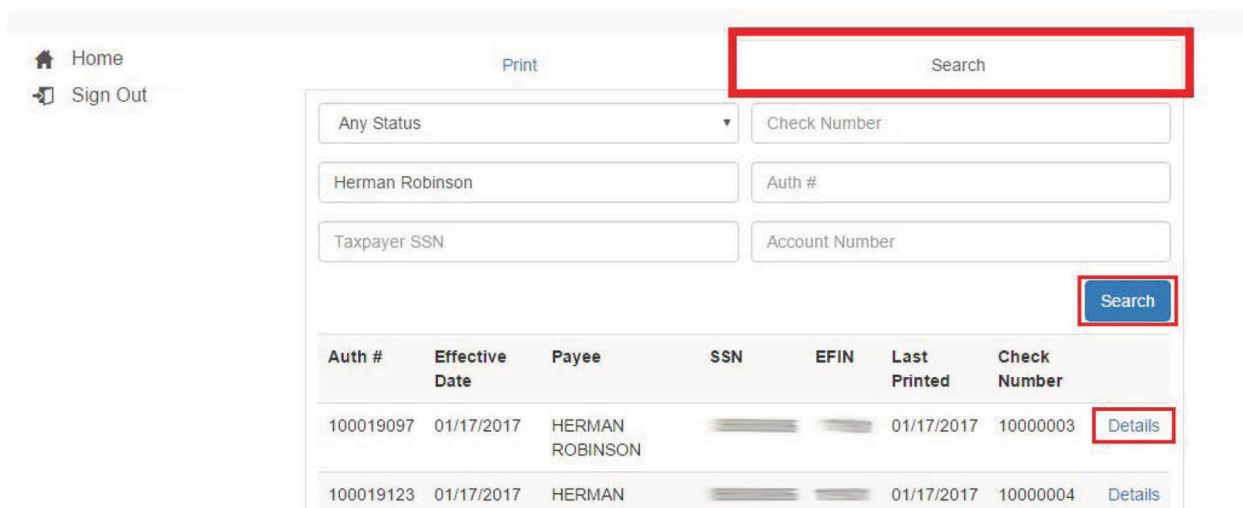Did your checks print correctly?

Yes No

If the check(s) printed correctly, click "yes".

If the check(s) did not print correctly, click "no", enter in the new starting check number and reprint the check(s).

● ●

Steps to Reprinting Checks

To reprint a check that was previously marked as "printed". Select the "search" box, enter in the desired search criteria, then click the "search" button. Once the checks appear, click "details" next to the check that needs to be reprinted.

Home	Print	Search
Sign Out		

Any Status ▼	Check Number
Herman Robinson	Auth #
Taxpayer SSN	Account Number
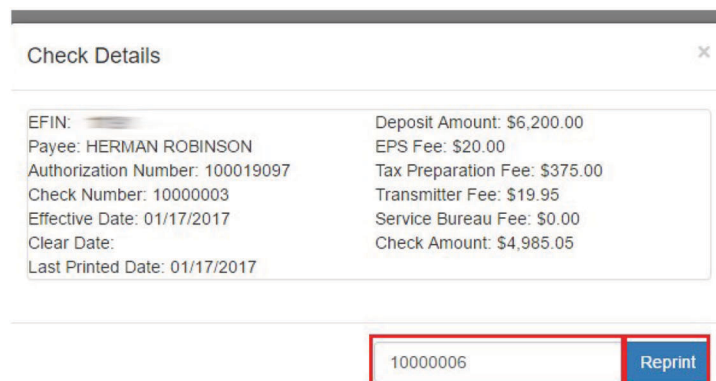
Search

Auth #	Effective Date	Payee	SSN	EFIN	Last Printed	Check Number	
100019097	01/17/2017	HERMAN ROBINSON			01/17/2017	10000003	Details
100019123	01/17/2017	HERMAN			01/17/2017	10000004	Details

On the "check details" screen, enter the new check number, then click "reprint".

Check Details   ✕

EFIN: ▬▬   Deposit Amount: $6,200.00
Payee: HERMAN ROBINSON   EPS Fee: $20.00
Authorization Number: 100019097 Tax Preparation Fee: $375.00
Check Number: 10000003   Transmitter Fee: $19.95
Effective Date: 01/17/2017   Service Bureau Fee: $0.00
Clear Date: Check Amount: $4,985.05
Last Printed Date: 01/17/2017

10000006   Reprint