

Archiving IRS Laser Forms

NOTE: Make sure that you have run an IRS Forms Proof List and corrected any exceptions in IRS Forms Maintenance BEFORE you generate any IRS forms.

To generate IRS Laser forms:

1. On the Level One menu, click **Back Office**. The Back Office > Standard menu appears.
2. On the Level Three menu, click **IRS Tax Processes**. The IRS Tax Processes screen appears.
3. From the **Tax Forms** drop-down list, select the form for which you want to print.
4. From the **Tax Process** drop-down list, select **Generate Laser Forms**. The IRS Forms Maintenance screen appears.
5. If you want to narrow the maintenance to a range of members by social security number, type the social security number in the **Beginning Social Security Number** and the **Ending Social Security Number** text boxes. Otherwise, type all zeroes in the Beginning Social Security Number text box and all nines in the Ending Social Security Number text boxes.
6. From the **Option** drop-down list, select one of the following:
 - _ **Print Standard** - Prints all of the existing correct IRS forms.
 - _ **Print Corrected** - Prints only IRS forms that have been edited.
 - _ **Print Voided** - Prints only IRS forms that have been deleted.
 - _ **Print Corrected AND Voided** - Prints only IRS forms that have been edited and deleted.
7. Click **Accept**. The message, Your Report Request Has Been Successfully Submitted, appears.
8. Go to the Document Retrieval Manager to view the IRS forms and print them -- if you are printing your IRS Forms in-house.