

## How Do I Access Tax Forms for My Company?

### Starting Point:

From the Menu: Reports & Utilities > Manage Tax Forms

Companies release final Tax Forms for employees in February for viewing and printing. You access both Tax Forms and Trial Tax Forms from the Manage Tax Forms page in TeamPay by ADP®:

1. Select Trial Tax Form or Tax Form from the Type list.
2. Select the type of Tax Form to be produced (applies to both Trial Tax Forms and final Tax Forms) from the Tax Form list:
  - T4
  - T4A
  - T4A NR
  - Relevé 1
  - Relevé 2
3. Select the correct Taxation Year.
4. Select the appropriate date range for the Produced On field.
5. Click Save.

## Why Do I Need Trial Tax Forms?

Regular balancing with Trial Tax Forms helps to reduce errors during Year End balancing, and streamlines the Year End balance process. To encourage regular balancing during the entire year, ADP also offers free Trial Tax Forms at any time throughout the year. You need Trial Tax forms for Summer and Fall campaigns.

## Which Other Topics Relate to Managing Tax Forms?

Quick Reference Card – Tax Forms for Administrators

Quick Reference Card – Year End

Quick Reference Card – Year End Adjustments

How Do I Hide and Unhide Tax Forms? – for Administrators at the company level

How Do I Access My Tax Forms? – for employees at the individual level