

Refund Advantage 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.refund-advantage.com

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

Tax

Checks to Print: 0

Selected Forecast Today

Apps
0
0 Funded YTD

Funding
Direct Deposits: 0
Checks: 0
Cards: 0
Direct 2 Cash: 0
YTD Funding: 0%

Prep Fees
\$0.00
YTD: \$0.00

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".

Print Search

Payee	Date	Amount	Reissued
<input checked="" type="checkbox"/> HERMAN ROBINSON	01/17/2017	\$4,985.05	
<input checked="" type="checkbox"/> HERMAN ROBINSON	01/17/2017	\$6,190.00	
<input checked="" type="checkbox"/> HERMAN ROBINSON	01/17/2017	\$225.00	

Select All

10000003 Print

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

Confirm Check Prints

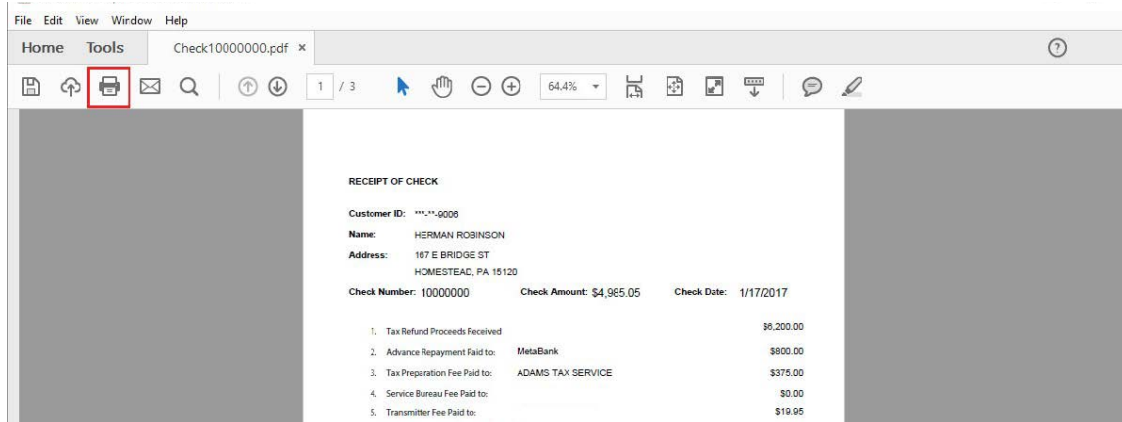
Did your checks print correctly?

Yes No

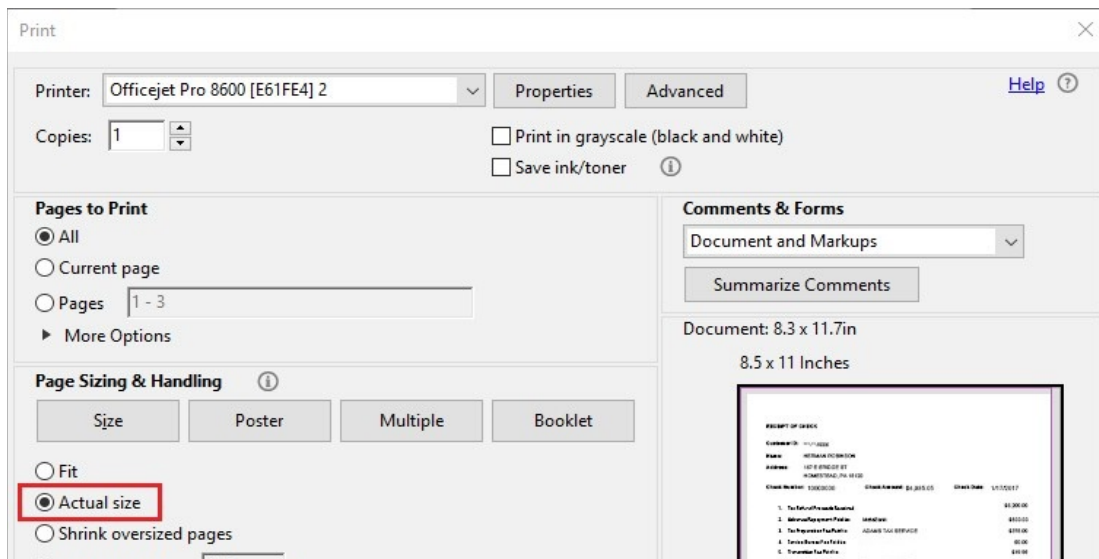
Simultaneously, the check print PDF will begin downloading. Open the PDF from the bottom of your screen or directly from your "downloads" folder on your computer.

Check10000000.pdf Show all

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".



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).

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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.

The screenshot shows a web interface for printing checks. On the left is a navigation menu with links: Home, Document Upload, Account, Contact, and Sign Out. The main area has a 'Print' button and a 'Search' button (highlighted with a red box). Below these are search criteria fields: 'Any Status' (dropdown), 'Check Number', 'Herman Robinson' (text), 'Auth #', 'Taxpayer SSN', and 'Account Number'. A 'Search' button (highlighted with a red box) is at the bottom right of the search area. Below the search area is a table of checks:

Auth #	Effective Date	Payee	SSN	EFIN	Last Printed	Check Number	
100019097	01/17/2017	HERMAN ROBINSON	800009006	119101	01/17/2017	10000003	Details (highlighted with a red box)
100019123	01/17/2017	HERMAN	800009006	119101	01/17/2017	10000004	Details

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

The screenshot shows the 'Check Details' screen. It displays the following information:

EFIN: 119101
Payee: HERMAN ROBINSON
Authorization Number: 100019097
Check Number: 10000003
Effective Date: 01/17/2017
Clear Date:
Last Printed Date: 01/17/2017

Below this information is a form with a text input field containing '10000006' (highlighted with a red box) and a 'Reprint' button (highlighted with a red box).