

Printing Copy As

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Users need to print these returns on '2-up' Preprinted paper. This is obtainable from [Nelco Solutions](#), a vendor that [ftwilliam.com](#) works with. Users should feel free to use other vendors. Before printing copies of Form 1096 it is necessary to check the printer. Every printer is different and it's important that yours is aligned correctly before users begin to print multiple forms. First, [ftwilliam.com](#) suggest reviewing [Aligning Your Printing](#) above.

Then, users should click on the "Copy A 2-up", in the Print Menu box. This will produce a blank Form Copy A containing the payee data. It is a good idea to test print on blank paper and hold it up to the special red paper for the Copy 1096 before actually printing on the special red paper. Users can make adjustment in "Print Options" until the alignment is correct. **Note:** Users generally do not need to make alignments to the Copy A if alignment has been done for Form 1096.
