

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.

The screenshot shows the 'Tax' header with a sidebar on the left containing navigation options: 'Checks to Print: 0', 'Search Applications', 'New Application', 'Continue Saved Application', 'Reports', and 'Forms'. The main content area displays 'Selected Forecast' for 'Today' with three columns: 'Apps' (0 Funded YTD), 'Funding' (Direct Deposits: 0, Checks: 0, Cards: 0, Direct 2 Cash: 0, YTD Funding: 0%), and '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".

The screenshot shows a navigation sidebar on the left with options: Home, Document Upload, Account, Contact, and Sign Out. The main area is titled 'Print' and contains a table with columns: Payee, Date, Amount, and Reissued. The table lists three checks for HERMAN ROBINSON on 01/17/2017 with amounts of \$4,985.05, \$6,190.00, and \$225.00. Below the table are a 'Select All' button, a search input field containing '10000003', and a 'Print' button.

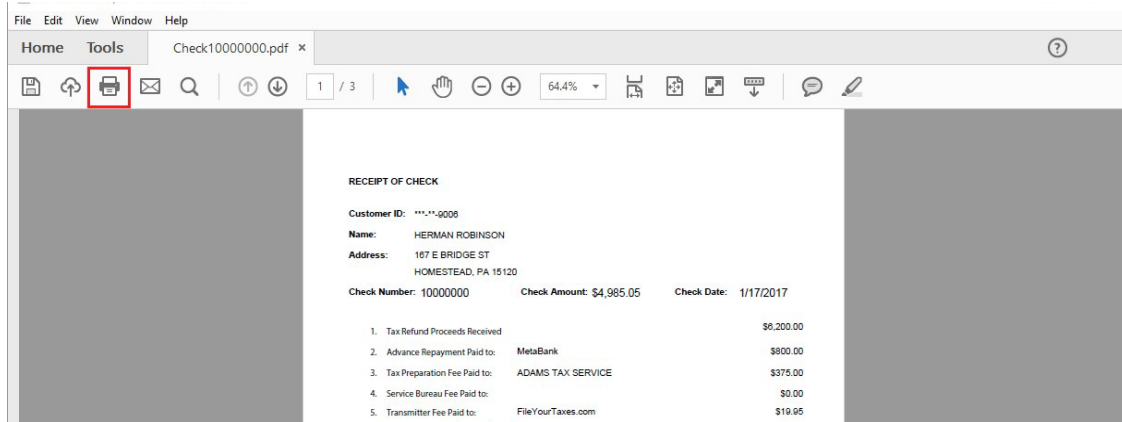
A pop-up box will appear, "Confirm Check Prints".

The screenshot shows a pop-up window titled 'Confirm Check Prints' with a close button (X) in the top right corner. The text inside asks 'Did your checks print correctly?' and provides 'Yes' and 'No' buttons at the bottom right.

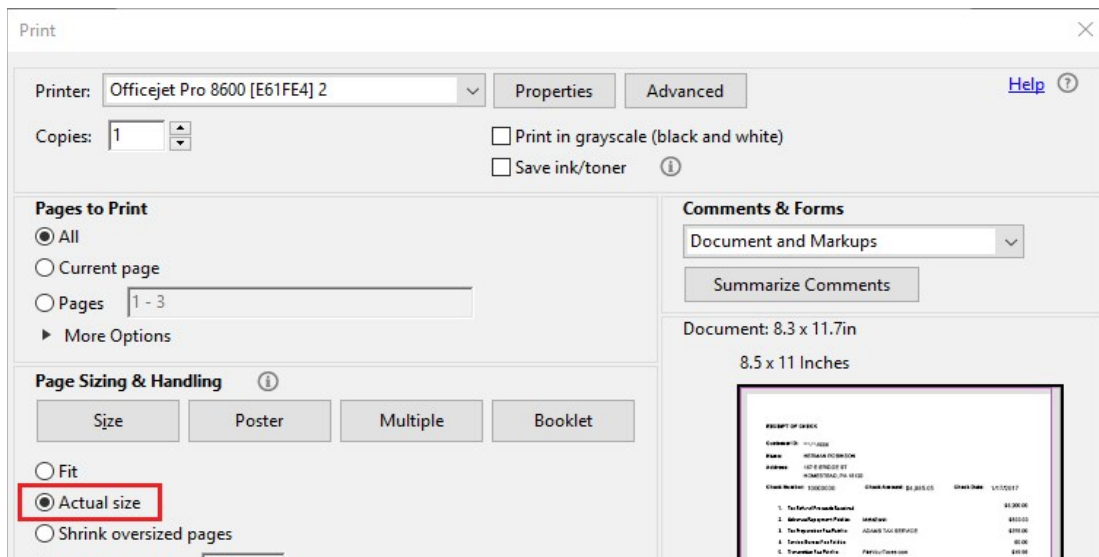
Simultaneously, the check print PDF will begin downloading. Open the PDF from the bottom of your screen or directly from your "downloads" folder on your computer.

The screenshot shows a download bar at the bottom of the screen with a file named 'Check10000000.pdf' and a 'Show all' button on the right.

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 for 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 located below the fields. Below the search area is a table of checks with columns: Auth #, Effective Date, Payee, SSN, EFIN, Last Printed, and Check Number. The first row has a 'Details' link (highlighted with a red box) next to the 'Check Number' 10000003. The second row has a 'Details' link next to the 'Check Number' 10000004.

Auth #	Effective Date	Payee	SSN	EFIN	Last Printed	Check Number	
100019097	01/17/2017	HERMAN ROBINSON	800009006	119101	01/17/2017	10000003	Details
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: (blank), and 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).