



Printing checks from TPG website (Part 1)

**Please follow these instructions if you
have been instructed to print checks
from the TPG website**

Complete the following process before you print a live check

Make sure to confirm the following:

- You are using either of the following preferred browsers (**Chrome is preferred**)



- You have disabled pop-up blockers or enabled pop-ups
 - [Chrome instructions](#)
 - [Explorer instructions](#)
- You have current year check stock
- You have [installed Adobe Acrobat Reader](#) and can print pdf files
- Your check stock looks like the sample below
- Your printer is working
- [View this article](#) for a list of other items to check

PLEASE DETACH AND RETAIN THIS STUB FOR YOUR RECORDS.



Print a test check

After [logging onto our website](#), select the "Print Checks" link from the menu.



Click the "GENERATE TEST CHECK" link to begin the process to print a test check.

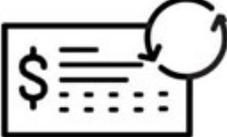
Check Print

Options



PRINT CHECKS

New checks



REPRINT CHECKS

Forgot to insert check stock?



REISSUE CHECKS

Is check unusable, damaged or destroyed?

GENERATE TEST CHECKNEED HELP?

You will be asked to confirm that your printer is lined up correctly and your popup blocker is disabled. Insert current-year TPG check stock in your printer and click "CREATE A TEST CHECK" to continue.

PRINT A TEST CHECK

To prepare for printing taxpayer checks, follow the instructions below to print a test check.

1. Confirm your printer is lined up correctly with the TPG-issued check stock
2. Insert the test check into your printer and click "CREATE A TEST CHECK" below

You must enable pop-ups if the PDF is blocked.

CREATE A TEST CHECK

A pdf will open in a new window with a sample check that you will be prompted to print.

If you are using **Chrome**, make sure "Fit to page" is unchecked then click Print to continue.

Print

Total: **1 sheet of paper**

Destination  \\tpg-prntrsvr1\HP M3...

Pages All
 e.g. 1-5, 8, 11-13

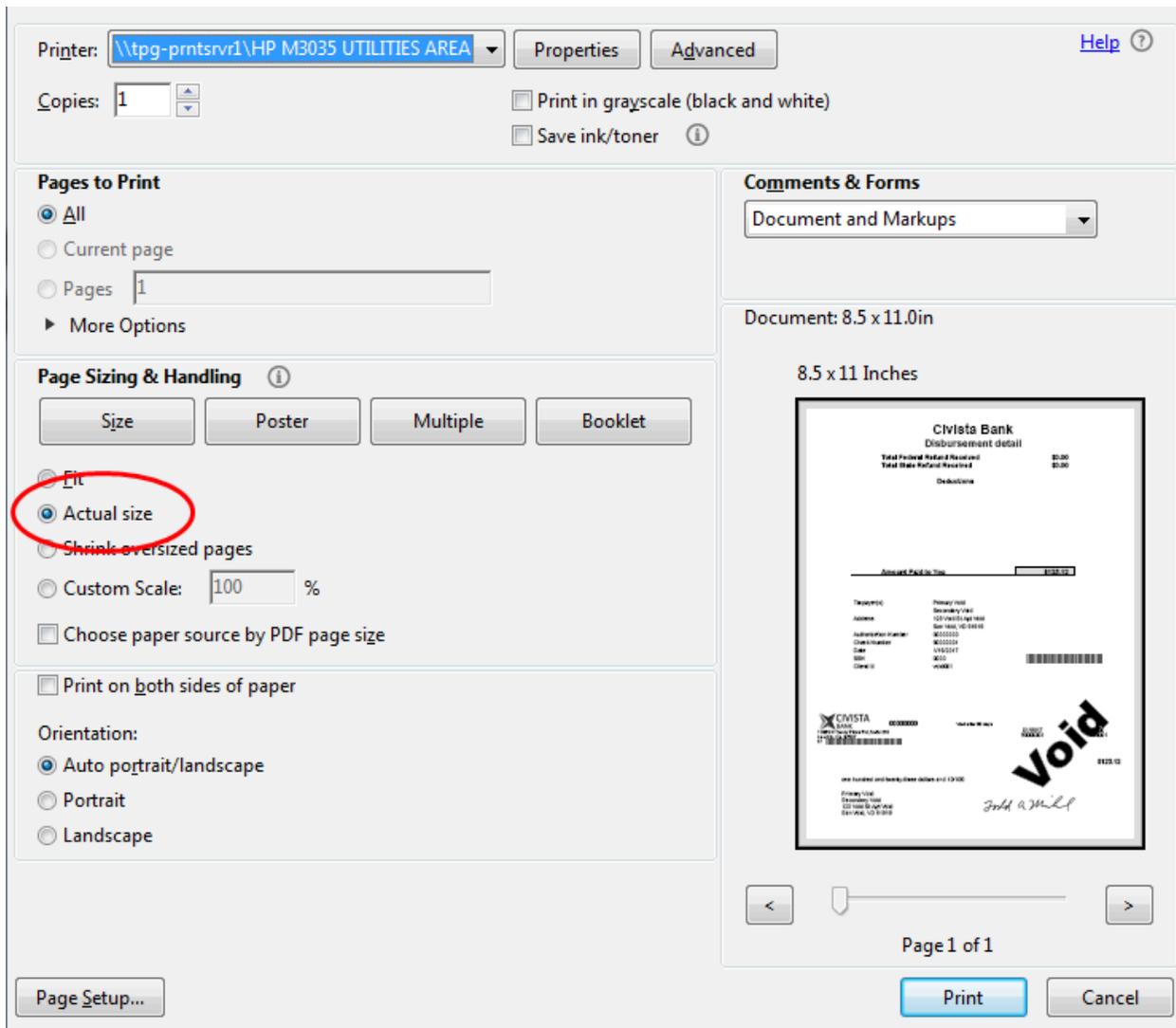
Copies

Paper size

Options Fit to page
 Two-sided

[Print using system dialog... \(Ctrl+Shift+P\)](#)

If you are using **Internet Explore or Adobe Acrobat Reader**, make sure the “Actual size” button is checked then click Print to continue.



After printing the test check you will confirm whether the check was printed successfully. You may reprint the check if it didn't print correctly.

PRINT CONFIRMATION

DID YOUR CHECK PRINT CORRECTLY?

If your check didn't print correctly, please adjust your printer, insert another check and reprint the same pdf.

If you have already closed the pdf, please click on the reprint-check link below.

YES

NO, REPRINT CHECK

Once you have successfully printed a test check you may begin printing live check(s) by selecting the Print Checks button on the Check Print page. View the video below for a quick summary of steps you can take to get ready to print checks.

Printing checks from TPG website

(Part 2)

Please follow these instructions if you have been instructed to print checks from the TPG website

Depending on the software provider you use, you may print Refund Transfer checks from [our website](#). **If you can print a pdf, then you can print checks from the TPG website.**

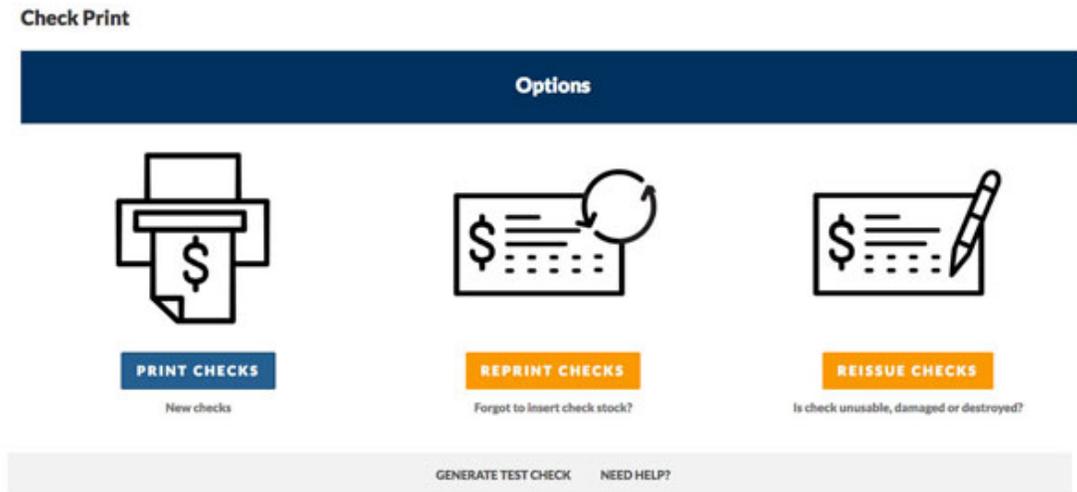
Once you have successfully printed a test check ([See article for Part1](#)) follow the steps outlined in the video or in the instructions below to print a live check.

Begin printing live check(s)

Once you have successfully printed the test check click "Print Checks" to print live taxpayer checks. Look for "Print Checks" in the top navigation bar. The number of pending checks that are ready to print are displayed in a red bubble next to the "Print Checks" menu item. Click this to proceed.



Select "Print Checks" from the Check Print dashboard to continue.



The following screen will display pending checks that are ready to print. *Note: Large numbers of unprinted checks will result in longer page load times.*

TPG Reports My Profile Print Checks **1428** Products Help Log Out

CHECK PRINT MAIN PAGE **PRINT CHECKS** REPRINT CHECKS REISSUE CHECKS

Print Checks

SELECT CHECKS TO PRINT

Search for a check by name, SSN, source or amount Q

<input type="checkbox"/>	Name	SSN	Source	Amount
<input type="checkbox"/>	ABAD SANDOVAL	7215	Federal	\$2,303.00
<input type="checkbox"/>	ABEL BAHENA	9875	Federal	\$680.00
<input type="checkbox"/>	ABEL GARCIA	6145	Federal	\$3,669.00
<input type="checkbox"/>	ABIGAIL RODRIGUEZ-GOMEZ	0285	Federal	\$4,862.00
<input type="checkbox"/>	ABRAHAM H CASTILLO CABALLE	7890	Federal	\$811.00
<input type="checkbox"/>	ABRAHAM M HERNANDEZ ORTIZ	0834	Federal	\$708.00
<input type="checkbox"/>	ADA M VAZQUEZ	5636	Federal	\$7,380.00
<input type="checkbox"/>	ADALBERTO RODRIGUEZ	0084	Federal	\$881.00
<input type="checkbox"/>	ADALID RIVAS	3342	Federal	\$5,400.00
<input type="checkbox"/>	ADAN DIMAS	0872	Federal	\$7,751.00

Page 1 of 148 (Showing 10 of 1476 rows) CHECKS PER PAGE: 5 10 15 20 25

Checks Selected: 0

PLEASE MAKE SURE THAT THE CHECK LAYOUT VERSION FOR YOUR CHECKS IS DIYF

ENTER STARTING CHECK NUMBER

PRINT CHECKS

Select the number of checks you want to view at one time - up to 25 checks per page.

Federal	\$708.00
Federal	\$7,380.00
Federal	\$881.00
Federal	\$5,400.00
Federal	\$7,751.00

CHECKS PER PAGE: 5 **10** 15 20 25



Large numbers of unprinted checks will be displayed across multiple pages. Use the buttons to arrow across multiple pages.

<input type="checkbox"/>	ADA
<input type="checkbox"/>	ADALBERTO
<input type="checkbox"/>	ADALID
<input type="checkbox"/>	ADAN

Page 1 of 148 (Showing 10 of 1476 rows)

Use the search bar to search for checks by taxpayer name, SSN, check amount, check number, or check source (Federal or State).

Print Checks

SELECT CHECKS TO PRINT

Search for a check by name, SSN, source or amount

Select the checks you need to print

Once you have selected the checks you wish to print (up to 25 checks at a time) enter the starting check number of the check stock that is loaded in your printer and click "Print Checks".

Note: You may select checks from multiple pages, but you can only print up to 25 checks at one time.

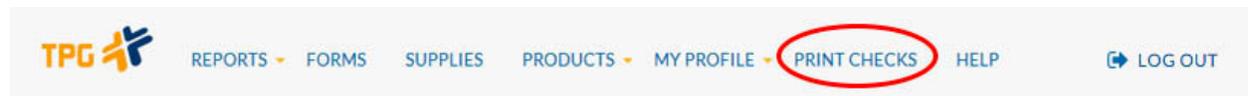
Reprinting checks with TPG web printing

(Part 3)

Please follow these instructions if you have been instructed to print checks from the TPG website

To reprint a check in your possession that didn't print correctly or was printed on paper instead of check stock, [logon to our website](#) and select the Print Checks link in the menu. *Note: the check must be in your possession.*

Reprinting check(s)



Click "REPRINT CHECKS" to continue.

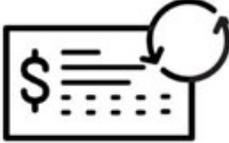
Check Print

Options



PRINT CHECKS

New checks



REPRINT CHECKS

Forgot to insert check stock?



REISSUE CHECKS

Is check unusable, damaged or destroyed?

GENERATE TEST CHECK NEED HELP?

The list of checks that may be reprinted will include the check number you originally entered when you first attempted to print the check. You can also search for a specific check using the search box. You can reprint up to 25 checks at one time.

Select the check(s) you need to reprint then click REPRINT CHECKS.

Reprint Checks

SELECT CHECKS TO REPRINT

Search for a check by check number, name, SSN, source or amount Q

<input type="checkbox"/> -Check Number	Name	SSN	Source	Amount
<input checked="" type="checkbox"/> 00000101	ARTURO BECERRIL	9313	Federal	\$877.00
<input checked="" type="checkbox"/> 00000102	AIDA MARTINEZ	0663	Federal	\$1,020.00
<input checked="" type="checkbox"/> 00001001	DAVID QUEZADA	1653	Federal	\$2,492.00
<input type="checkbox"/> 00001002	EMILIO DUENEZ	7372	Federal	\$1,480.00
<input type="checkbox"/> 90000001	ELSA A LOPEZ DE RAMIREZ	1568	Federal	\$4,124.00
<input type="checkbox"/> 90000005	EMILIANO HERNANDEZ	4549	Federal	\$2,786.00
<input type="checkbox"/> 90000007	FELIX GARCIA GOMEZ	2572	Federal	\$1,895.00
<input type="checkbox"/> 90000008	ARTURO PEREZ	7465	Federal	\$1,224.00
<input type="checkbox"/> 90000009	NOELIA GOMEZ ALVARADO	2484	Federal	\$7,159.00
<input type="checkbox"/> 90000012	JOSE CRUZ	7201	Federal	\$5,436.00

Page 1 of 2 (Showing 10 of 19 rows)
CHECKS PER PAGE: 5 10 15 20 25

Checks Selected: 3

PLEASE MAKE SURE THAT THE CHECK LAYOUT VERSION FOR YOUR CHECKS IS DIYF

REPRINT CHECKS

A pdf will pop-up (make sure your pop-up blocker is turned off). Review and make sure the information printed on the check is correct. Confirm that the check stock in your printer matches the check number(s) selected THEN select the Print button.

Note: If the check image has incorrect or missing characters please restart your computer before proceeding to print or reprint the check(s).

After reprinting the check(s), you will see a confirmation including a link to the pdf that was just printed. If you accidentally closed the pdf before printing the check(s), click the link to re-open the pdf and print the check(s).

1 check(s) reprinted. Click [here](#) to reprint checks PDF

CHECK PRINT MAIN PAGE **PRINT CHECKS** REPRINT CHECKS REISSUE CHECKS

Print Checks

SELECT CHECKS TO PRINT

Search for a check by name, SSN, source or amount Q

--Name	SSN	Source	Amount
<input checked="" type="checkbox"/> ABAD SANDOVAL	7215	Federal	\$2,303.00
<input type="checkbox"/> ABEL BAHENA	9875	Federal	\$680.00
<input checked="" type="checkbox"/> ABEL GARCIA	6145	Federal	\$3,669.00
<input type="checkbox"/> ABIGAIL RODRIGUEZ-GOMEZ	0285	Federal	\$4,862.00
<input type="checkbox"/> ABRAHAM H CASTILLO CABALLE	7890	Federal	\$811.00
<input type="checkbox"/> ABRAHAM M HERNANDEZ ORTIZ	0834	Federal	\$708.00
<input type="checkbox"/> ADA M VAZQUEZ	5636	Federal	\$7,380.00
<input checked="" type="checkbox"/> ADALBERTO RODRIGUEZ	0084	Federal	\$881.00
<input type="checkbox"/> ADALID RIVAS	3342	Federal	\$5,400.00
<input type="checkbox"/> ADAN DIMAS	0872	Federal	\$7,751.00

Page 1 of 148 (Showing 10 of 1476 rows)
CHECKS PER PAGE: 5 10 15 20 25

Checks Selected: 3

PLEASE MAKE SURE THAT THE CHECK LAYOUT VERSION FOR YOUR CHECKS IS DIYF

ENTER STARTING CHECK NUMBER

PRINT CHECKS

A pdf will pop-up. Review and make sure the information printed on the check is correct THEN select the Print button. That's it!

Reissuing checks with TPG web printing

(Part 4)

Please follow these instructions if you have been instructed to print checks from the TPG website

To void and reissue an original check that was damaged or destroyed, [logon to our website](#) and select the Print Checks link in the menu.

Reissuing Check(s)



REPORTS ▾ FORMS

SUPPLIES

PRODUCTS ▾

MY PROFILE ▾

PRINT CHECKS

HELP

Click "REISSUE CHECKS" to continue.

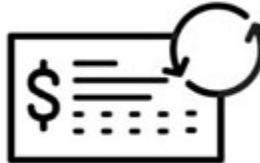
Check Print

Options



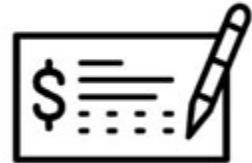
PRINT CHECKS

New checks



REPRINT CHECKS

Forgot to insert check stock?



REISSUE CHECKS

Is check unusable, damaged or destroyed?

[GENERATE TEST CHECK](#) [NEED HELP?](#)

The list of checks that may be reprinted will include the check number you originally entered when you first attempted to print the check. You can also search for a specific check using the search box. You can reprint up to 25 checks at one time.

Select the check(s) you need to reprint, **and enter the new starting number in the check stock**. Click "REISSUE CHECKS" to continue.

Void and Reissue Checks

SELECT CHECKS TO VOID AND REISSUE

Search for a check by check number, name, SSN, source or amount Q

<input type="checkbox"/>	Check Number	Name	SSN	Source	Amount
<input checked="" type="checkbox"/>	00000101	ARTURO BECERRIL	9313	Federal	\$877.00
<input checked="" type="checkbox"/>	00000102	AIDA MARTINEZ	0663	Federal	\$1,020.00
<input type="checkbox"/>	00001001	DAVID QUEZADA	1653	Federal	\$2,492.00
<input type="checkbox"/>	00001002	EMILIO DUENEZ	7372	Federal	\$1,480.00
<input type="checkbox"/>	90000001	ELSA A LOPEZ DE RAMIREZ	1568	Federal	\$4,124.00
<input checked="" type="checkbox"/>	90000005	EMILIANO HERNANDEZ	4549	Federal	\$2,786.00
<input type="checkbox"/>	90000007	FELIX GARCIA GOMEZ	2572	Federal	\$1,895.00
<input type="checkbox"/>	90000008	ARTURO PEREZ	7465	Federal	\$1,224.00
<input type="checkbox"/>	90000009	NOELIA GOMEZ ALVARADO	2484	Federal	\$7,159.00
<input type="checkbox"/>	90000012	JOSE CRUZ	7201	Federal	\$5,436.00

Page 1 of 2 (Showing 10 of 19 rows)
CHECKS PER PAGE: 5 10 15 20 25

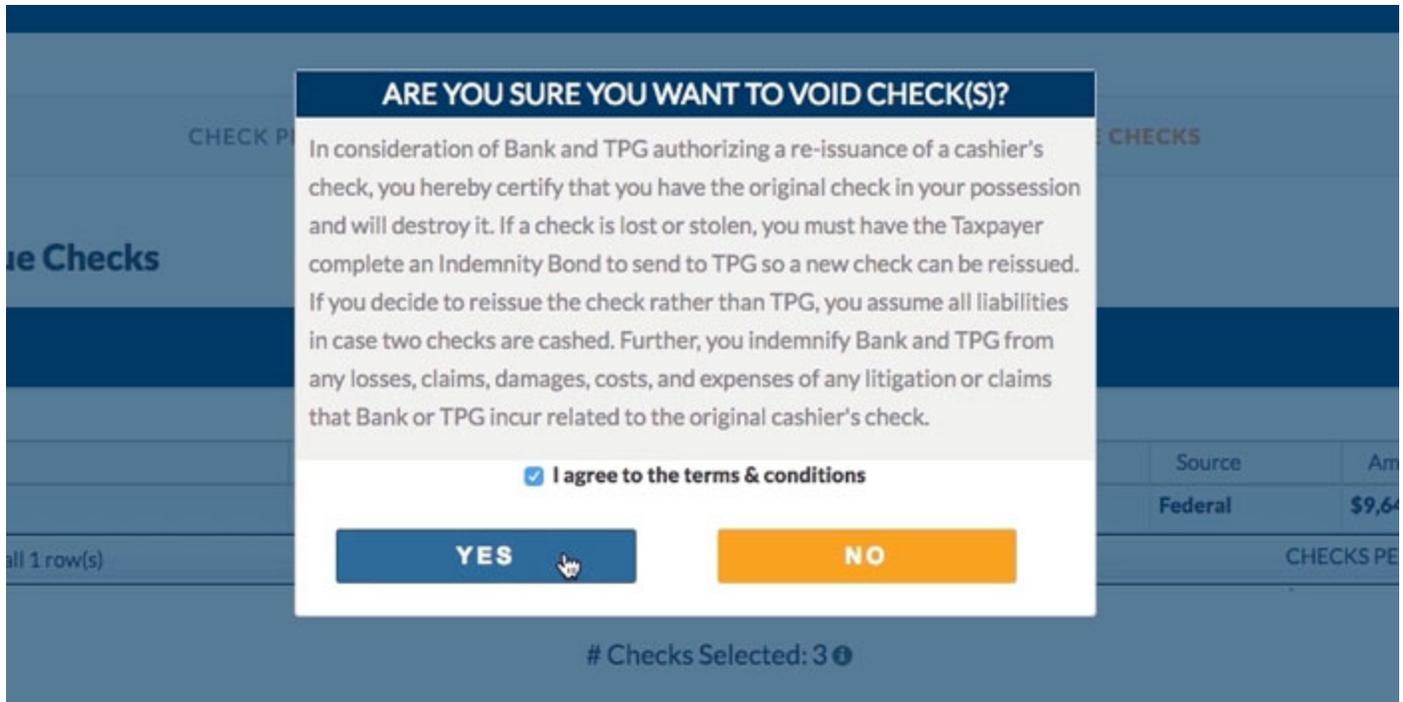
Checks Selected: 3

PLEASE MAKE SURE THAT THE CHECK LAYOUT VERSION FOR YOUR CHECKS IS DIYF

ENTER STARTING CHECK NUMBER

REISSUE CHECKS

A screen will open, prompting you to click to agree to the terms and conditions. Click to agree to the terms and conditions and click "YES" to continue.



A pdf will pop-up (make sure your pop-up blocker is turned off). Review and make sure the information printed on the check(s) is correct THEN select the Print button.

After printing the reissued check(s), you will see a confirmation including a link to the pdf that was just printed. If you accidentally closed the pdf before printing the check(s), click the link to re-open the pdf and print the check(s).



After printing the check(s), you will see a confirmation including a link to the pdf that was just printed. If you accidentally closed the pdf before printing the check(s), click the link to re-open the pdf and print the check(s).

Cashing TPG checks

Checks issued by Santa Barbara Tax Products Group (TPG) can be cashed at nearly 6,200 locations nationwide, by visiting participating Walmart and Wells Fargo Bank locations.

Walmart

Clients can cash their checks where they shop. It's fast and convenient with a maximum fee of \$4 for checks up to \$1,000 and a fee of \$8 or less for checks greater than \$1,000. Walmart will cash checks up to \$7,500 (\$2,000 in Florida and \$2,500 in Connecticut). Service available first day of filing through Dec. 31st.

Check cashing not available in NY, NJ and RI. Check with store location for details and participation.

[Find a Walmart location near you](#)

Customer must obtain a Refund Transfer (separate fees apply).

Wells Fargo Bank

Checks can be cashed at any Wells Fargo Bank location during the tax season, helping taxpayers in regions of the country that have more restrictive check cashing regulations. Service available first day of filing through April 30th.

- Checks cashed up to \$9,500 for one standard fee

- Cost \$10.00
- Availability: Any U.S. Wells Fargo retail bank location

[Find a Wells Fargo location near you](#)

Check Verification for Check Cashers

Banks or check cashing establishments looking to verify checks issued by TPG can verify checks through the TPG Check Verification site.

TAXPAYERS SHOULD NOT VERIFY THEIR OWN CHECK.

THIS WILL DELAY YOUR CHECK NEGOTIATION.

Check cashing institutions can verify a customer's check that was issued by TPG by visiting verify.sbtpg.com or by calling 800-717-7228.

What if a bank won't cash my client's check?

TPG offers two nationwide check cashing agreements with Walmart and Wells Fargo. [Get details here.](#)

Good Funds Check Cashing Agreement

The Good Funds Check Cashing Agreement is for those taxpayers that may not have an established banking relationship, and are looking to cash a check. In order to assist taxpayers in cashing checks issued by TPG, we provide a Good Funds Check Cashing Agreement.

This agreement may be downloaded from Forms page of the TPG website. Prior to the start of the electronic filing season, you may distribute these letters to local financial institutions to familiarize them with the Santa Barbara Tax Products Group (TPG).

In general, checks issued by TPG are drawn directly on the Bank and will not be returned due insufficient funds. The cashing institution will follow their own identification procedures that may, at a minimum include:

1. Properly identify, the person cashing the check as the actual payee named on the check.
2. Determine, within reason, that the check does not have obvious signs of tampering. Safety features, which expose most forms of tampering, are incorporated into the check and are readily apparent to a cashing institution.
3. Abide by other limiting factors disclosed on the face of the check (i.e. check amount should not be greater than the maximum limit printed on the face of the checks, check should not be stale dated, and check should have a

facsimile, rather than handwritten, signature, signature affixed).

For added confirmation, a cashing institution may verify funds by visiting verify.sbtpg.com.