

CheckMark 1095

Quick Start Guide

CheckMark 1095 Software Quick Start Guide

Congratulations on your purchase of CheckMark's 1095 Software!

This *Quick Start Guide* provides basic information to help you get started. More detailed information with screen shots can be found in the PDF version of the User's Manual under the **Help** menu in the program.

Macintosh Download Location

The default install location on the hard drive for CheckMark 1095 is: *Macintosh HD\Applications\CheckMark\1095\year*

We don't recommend you install this anywhere other than your local hard drive.

Windows Download Location

The default install location on the hard drive for CheckMark 1095 is:
C:\ProgramFiles\CheckMark\1095\year

We don't recommend you install this anywhere other than your local hard drive.

Open the CheckMark 1095 Application

You can use either the shortcut or alias that was created or go to the CheckMark folder that was installed and double-click the CheckMark 1095 application.

In order to run, CheckMark 1095 needs a place to save 1095 information. Please choose a directory on this computer's local hard drive in which to save the necessary data files.

Using the default directory is recommended.

You can change the location of this directory at any time by selecting 'Change Data Location' from the Tools menu, but it is recommended that you do not change this directory once set.

Detailed instructions are located in the 1095 Manual located under the Help menu in the program.

Changes for 2024 (for filing 2023 taxes)

- Added Mexico, Canada, and Costa Rica codes.
- Added Guam and Puerto Rico codes.
- Updated 1095 tax forms for the 2023 tax filing.
- Updated 1094 tax forms for the 2023 tax filing.
- Updated electronic formatting for the 2023 tax filing.

CheckMark, Inc Companion Products

CheckMark Payroll

Designed as an easy-to-use payroll solution for small businesses, accountants and payroll services. CheckMark Payroll delivers quality value and US-based tech support.

MultiLedger Integrated Accounting

If you need a solution to help manage cash flow, run real-time reports, track costs, monitor jobs or produce up-to-the-minute financial reports, you can choose MultiLedger with confidence.

CheckMark 1099 Reporting

Use CheckMark's 1099 program to print or e-file 1099s to the IRS for NEC, MISC, INT, Div, S or R as well as printing the recipient copies to be distributed.

System Requirements

Windows 8 or higher, including Windows 10 & Windows 11.
Mac OS X 10.6 for Intel-based Mac or higher, including Sierra, Mojave, Catalina, Big Sur, Monterey & Ventura.

To contact CheckMark Support

- Submit a request online www.checkmark.com/account/sign-in, using your email address and password/customer ID#.
- Call 970.225.0522

