CheckMark Payroll Software – 2026 Year

Quick Start Guide

Congratulations on your purchase of CheckMark Payroll 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 Manual under the **Help** menu in the program.

Macintosh Download Location

The default install location on the hard drive for CheckMark Payroll is: *Macintosh HD\Applications\CheckMark\Payroll\(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 Payroll is: *C:\ProgramFiles\CheckMark\Payroll\(year)*

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

Open the CheckMark Payroll 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 Payroll application.

In order to run, CheckMark Payroll needs a place to save your companies 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 using the *Database Manager*, but it is recommended that you do not change this directory once set.

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

Contact CheckMark Support

• Submit a request online
https://www.checkmark.com/account/sign-in,
using your email address and customer ID#.

• Call 970.225.0522

Changes for 2026 CheckMark Payroll

• Added ACH Direct Deposit fields for CF Bank.
• Totals of hours displayed on the pay stub.
• Ability to save and print W-2s to PDF and email them directly from the software.
• Added school districts for the state of Ohio, displayed in the EFW2 file, with a corresponding text file generated.
• W-2C and W-3C print and format editing capabilities.
• Added EFW2C state filing support for the following states: AZ, DC, GA, HI, MI, MS, MT, NC, ND, VA, and WI.
• Ability to generate quarterly SUTA tax reports for the following states in text file formats: MS, SC, & NC.
• Updated W2/W3 forms per SSA for tax year 2025
• Updated Forms 940, 943, & 944 for tax year 2025
• Updated Form 941 for 2026 (to be released in a patch, when ready)

CheckMark Companion Products

CheckMark MultiLedger

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 Software

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.

CheckMark 1095 Software

If you have 50 or more employees, you are required by the IRS to submit either paper or electronic forms to report the health care coverage provided to your employees for the tax year. Our 1095 solution will help you accomplish this task.

System Requirements

Windows: Windows 8 or higher, including Windows 10 & Windows 11

Mac: macOS Mojave or higher, including Catalina, Big Sur, Monterey, Ventura, and Sonoma