

How to Print Form W3 From W2 Mate®

Start by Opening your

W2 Mate®

Program



W2 Mate has the ability to print W3 data on preprinted red-ink laser forms and it also allows you to print Form W3 on a SSA-approved laser substitute on blank perforated paper

Preprinted Red-ink laser

SSA-approved laser substitute
Need Option 1

DO NOT STAPLE

33333 Control number For official use only. DO NOT INCLUDE

1. Form number of Form W-2	2. Establishment number	3. Employer's name	4. Employer's address and ZIP code
5. Social security tax	6. Medicare wages and tips	7. Social security tax	8. Medicare tax
9. Federal income tax withheld	10. State wages, tips, etc.	11. State income tax	12. Local wages, tips, etc.
13. Federal unemployment tax	14. State unemployment tax	15. Local unemployment tax	16. Other taxes
17. Total wages, tips, etc.	18. Total taxes	19. Total taxes	20. Total taxes

Employer's name: [Redacted]
Employer's address and ZIP code: [Redacted]
Employer's EIN: [Redacted]

W-3 Transmittal of Wage and Tax Statements

Send this entire page with the entire Copy A page of Form(s) W-2 to the Social Security Administration. Do not send any other copies (Check, check stubs, etc.) with Form(s) W-2 and W-3.

Reminder

Separate instructions. See the 2011 instructions for Forms W-2 and W-3 for information on completing this form.

Purpose of Form

A Form W-3 is transmitted to employers only when paper Copy A of Form(s) W-2, Wage and Tax Statement, is being filed. Do not file Form W-3 alone. Do not file Form W-3 with the Form(s) W-2 that were submitted electronically to the Social Security Administration site unless all paper copies were submitted with the appropriate and complete information. Form(s) W-3 are not required to be filed if you are filing only one paper Form W-2 or filing Form W-2 online and both the Form W-2 and Form(s) W-3 are being filed for your account.

When to File

Send one paper Form W-3 under cover of this Form W-3 Transmittal by January 31, 2012. Deadline for online or website use that change: July 1, 2012. Send one Form W-3 Transmittal with one Form W-2 to the Social Security Administration by April 15, 2012.

Where to File Paper Forms

Send the entire page with the entire Copy A page of Form(s) W-2 to:

Social Security Administration
Data Operations Center
1915 Evansville, PA 15906-0001

Electronic Filing

The Social Security Administration (SSA) strongly encourages employers to use Form W-3 and W-2 Copy A electronically instead of an paper SSA provided form. For more information on the SSA's e-file program, visit www.irs.gov/efile.

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1. Form number of Form W-2	2. Establishment number	3. Employer's name	4. Employer's address and ZIP code
5. Social security tax	6. Medicare wages and tips	7. Social security tax	8. Medicare tax
9. Federal income tax withheld	10. State wages, tips, etc.	11. State income tax	12. Local wages, tips, etc.
13. Federal unemployment tax	14. State unemployment tax	15. Local unemployment tax	16. Other taxes
17. Total wages, tips, etc.	18. Total taxes	19. Total taxes	20. Total taxes

Employer's name: [Redacted]
Employer's address and ZIP code: [Redacted]
Employer's EIN: [Redacted]

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When to File

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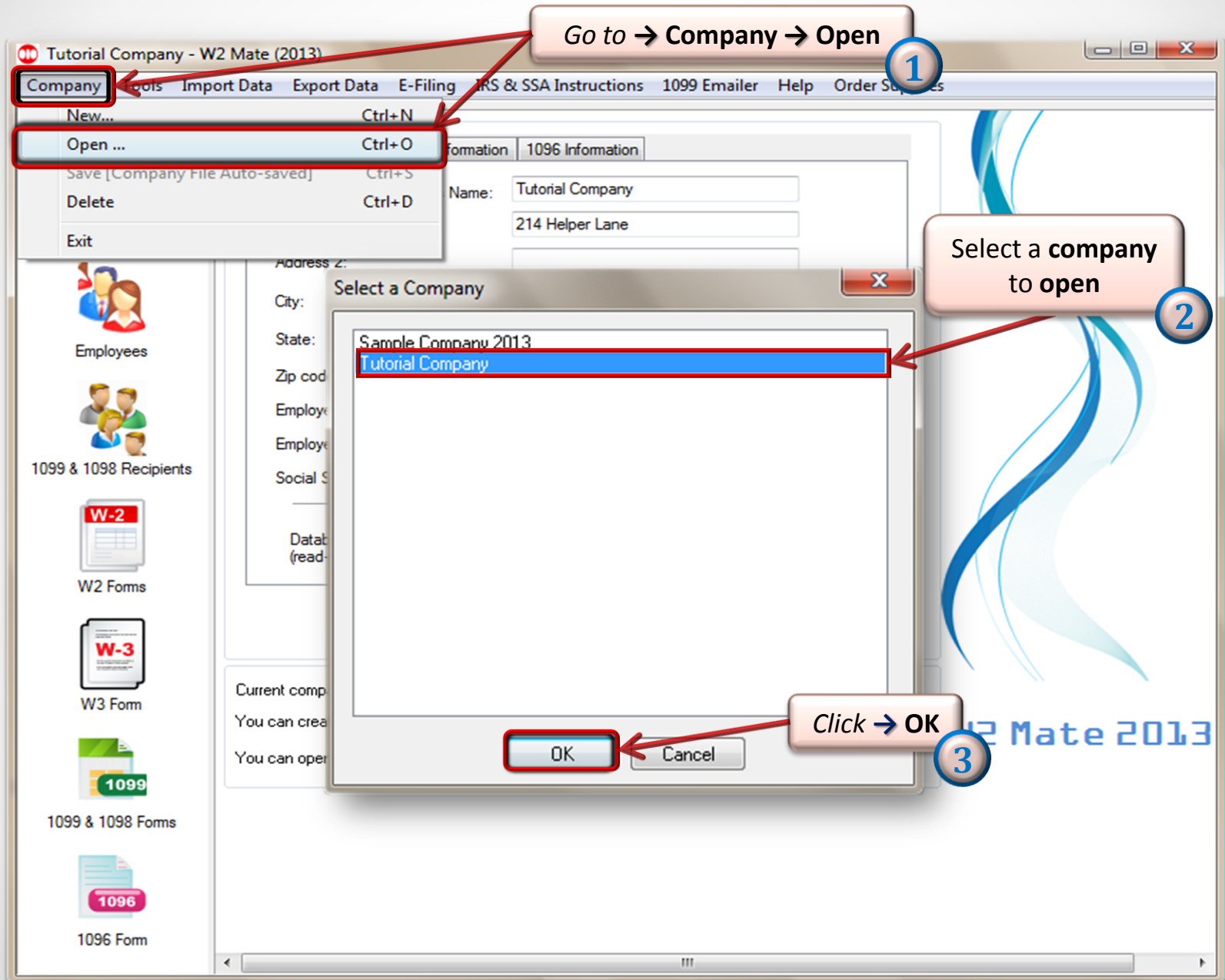
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Sample Company 2013 - W2 Mate (2013)

Company Tools Import Data Export Data E-Filing IRS & SSA Instructions 1099 Emailer Help Order Supplies

Shortcuts

Company

1099 & 1098 Recipients

W2 Forms

W3 Form

1099 & 1098 Forms

1096 Form

Click → W3 Form

4

a Control number

b Kind of Payer and Kind of Employer

941 Mil. 943 944 Hshld. emp.

CT-1 Med. govt. emp. 3rd-party sick pay

Kind of Employer: None apply

c Total number of Forms W-2

d Establishment number

e Employer identification number

45-6546555

f Employer's name

Sample Company 2013

g Employer's address and ZIP code

234dfygdj

sdfg AA 6456

h Other EIN used this year

15 State Employer's state ID number

AA 456456456

Contact person

E-mail address

Print W3

1 Wages, tips, other compensation 2 Federal income tax withheld

0.00 0.00

3 Social security wages 4 Social security tax withheld

0.00 0.00

5 Medicare wages and tips 6 Medicare tax withheld

0.00 0.00

7 Social security tips 8 Allocated tips

0.00 0.00

10 Dependent care benefits

0.00

11 Nonqualified plans 12a Deferred compensation

0.00 0.00

W2 Mate strictly follows W-3 instructions for calculating box 12a. Not all codes on W-2 Box 12 get reported on W-3 box 12a. To learn more, please read W-3 instructions or contact the IRS at 866-455-7438. You can override box 12a value when you print the W-3 form.

13 For third-party sick pay use only

14 Income tax withheld by payer of third-party sick pay

16 State wages, tips, etc. 17 State income tax

0.00 0.00

18 Local wages, tips, etc. 19 Local income tax

0.00 0.00

Telephone number Fax number

Sample Company 2013 - W2 Mate (2013)

Company Tools Import Data Export Data E-Filing IRS & SSA Instructions 1099 Emailer Help Order Supplies

Shortcuts

- Company
- Employees
- 1099 & 1098 Recipients
- W-2 Forms
- W3 Form
- 1099 & 1098 Forms
- 1096 Form

a Control number

b Kind of Payer and Kind of Employer
 941 Mil. 943 944 Hshld. emp.
 CT-1 Med. govt. emp. 3rd-party sick pay
 Kind of Employer:

c Total number of Forms W-2 **d Establishment number**

e Employer identification number

f Employer's name

g Employer's address and ZIP code

h Other EIN used this year

15 State **Employer's state ID number**

Contact person

E-mail address

Print W3

1 Wages, tips, other compensation **2 Federal income tax withheld**

3 Social security wages **4 Social security tax withheld**

5 Medicare wages **6 Medicare tax withheld**

7 Social security tips **8 Allocated tips**

10 Dependent care benefits

11 Nonqualified plans **12a Deferred compensation**

W2 Mate strictly follows W-3 instructions for calculating box 12a. Not all codes on W-2 Box 12 get reported on W-3 box 12a. To learn more, please read W-3 instructions or contact the IRS at 866-455-7438. You can override box 12a value when you print the W-3 form.

13 For third-party sick pay use only

14 Income tax withheld by payer of third-party sick pay

16 State wages, tips, etc. **17 State income tax**

18 Local wages, tips, etc. **19 Local income tax**

Telephone number **Fax number**

Click → Print **5**

How to print W3 data only on preprinted red-ink laser forms

The screenshot shows the 'Set W3 Print Options' dialog box in the W2 Mate software. The 'Type' section is highlighted with a red border, and a callout bubble with the number 6 points to the selected option: **Print data only on a preprinted Red-ink Laser W3 form**. Other options include 'Print a copy of form W3' and 'Print a complete Laser substitute for Form W3 (SSA-approved)'. The dialog also includes fields for Horizontal and Vertical Offsets, and 'Other Options' for Box 12a and Box 15.

Horizontal Offset (inch): 0.00 Left Right

Vertical Offset (inch): 0.00 Up Down

Type:

- Print a copy of form W3
- Print a complete Laser substitute for Form W3 (SSA-approved)
- Print data only on a preprinted Red-ink Laser W3 form

Other Options [The new values you enter will not be saved & Do not change this box unless you have to. Enter an "X" if the W-2 Forms being submitted with this W-3 Form contain tax information from more than one state.]

Box 12a Deferred compensation: 0.00 Use this box if you want to print a copy of the W-2 Form with the Box 12a information. Do not change this box unless you have to.

Box 15 State: AA Do not change this box unless you have to. Enter an "X" if the W-2 Forms being submitted with this W-3 Form contain tax information from more than one state.

Buttons: OK, Cancel

Sample Company 2013 - W2 Mate (2013)

Company Tools Import Data Export Data E-Filing IRS & SSA Instructions 1099 Emailer Help Order Supplies

Shortcuts

a Control number

Set W3 Print Options

Horizontal Offset (inch)
 Left Right

Vertical Offset (inch)
 Up Down

Type
 Print a copy of form W3
 Print a complete Laser substitute for Form W3 (SSA-approved)
 Print data only on a preprinted Red-ink Laser W3 form

Other Options [The new values you enter will not be saved & will only be used when printing the W-3 form]

Box 12a Deferred compensation Use this box if you would like to override the value calculated by W2 Mate. Do not change this box unless you have to.

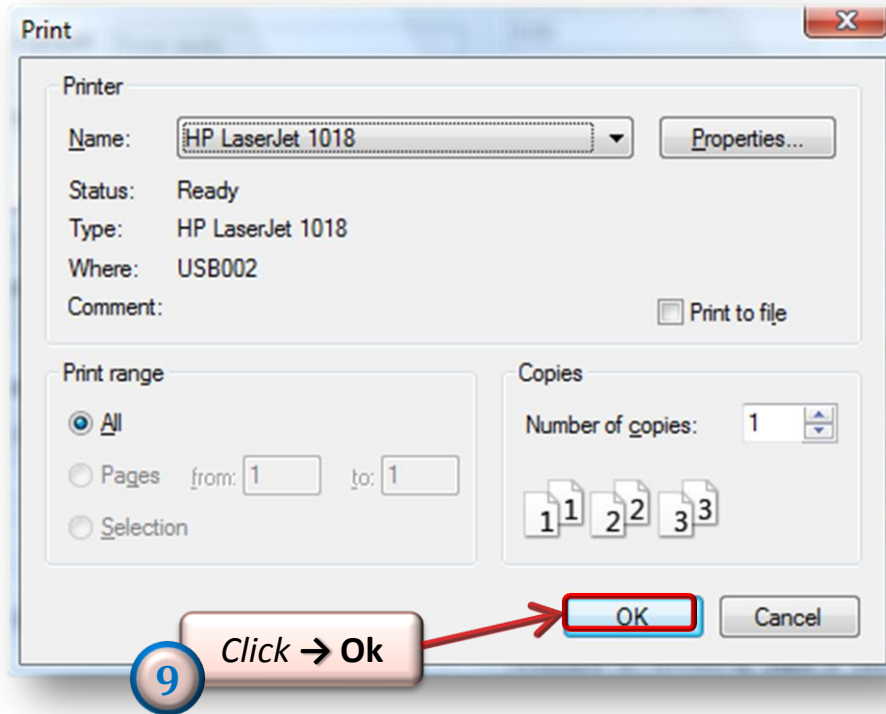
Box 15 State Do not change this box unless you have to. Enter an "X" if the W-2 Forms being submitted with this W-3 Form contain tax information from more than one state.

7 Change these boxes if applicable

8 Click → Ok

Telephone number Fax number

***Insert preprinted red-ink forms
into printer***



How to print SSA-approved laser substitute
* Option 1 required*

Set W3 Print Options

Horizontal Offset (inch)
0.00 Left Right

Vertical Offset (inch)
0.00 Up Down

Type

Print a copy of form W3

Print a complete Laser substitute for Form W3 (SSA-approved)

Print data only on a preprinted Red-ink Laser W3 form

Other Options [The new values you enter will not be saved & will only be used when printing the W-3 form]

Box 12a Deferred compensation 0.00 Use this box if you would like to override the value calculated by W2 Mate. Do not change this box unless you have to.

Box 15 State IL Do not change this box unless you have to. Enter an "X" if the W-2 Forms being submitted with this W-3 Form contain tax information from more than one state .

10 Click → Ok

OK Cancel



Congratulations. You have printed Form W3 from W2 Mate!

www.W2Mate.com

1-800-507-1992