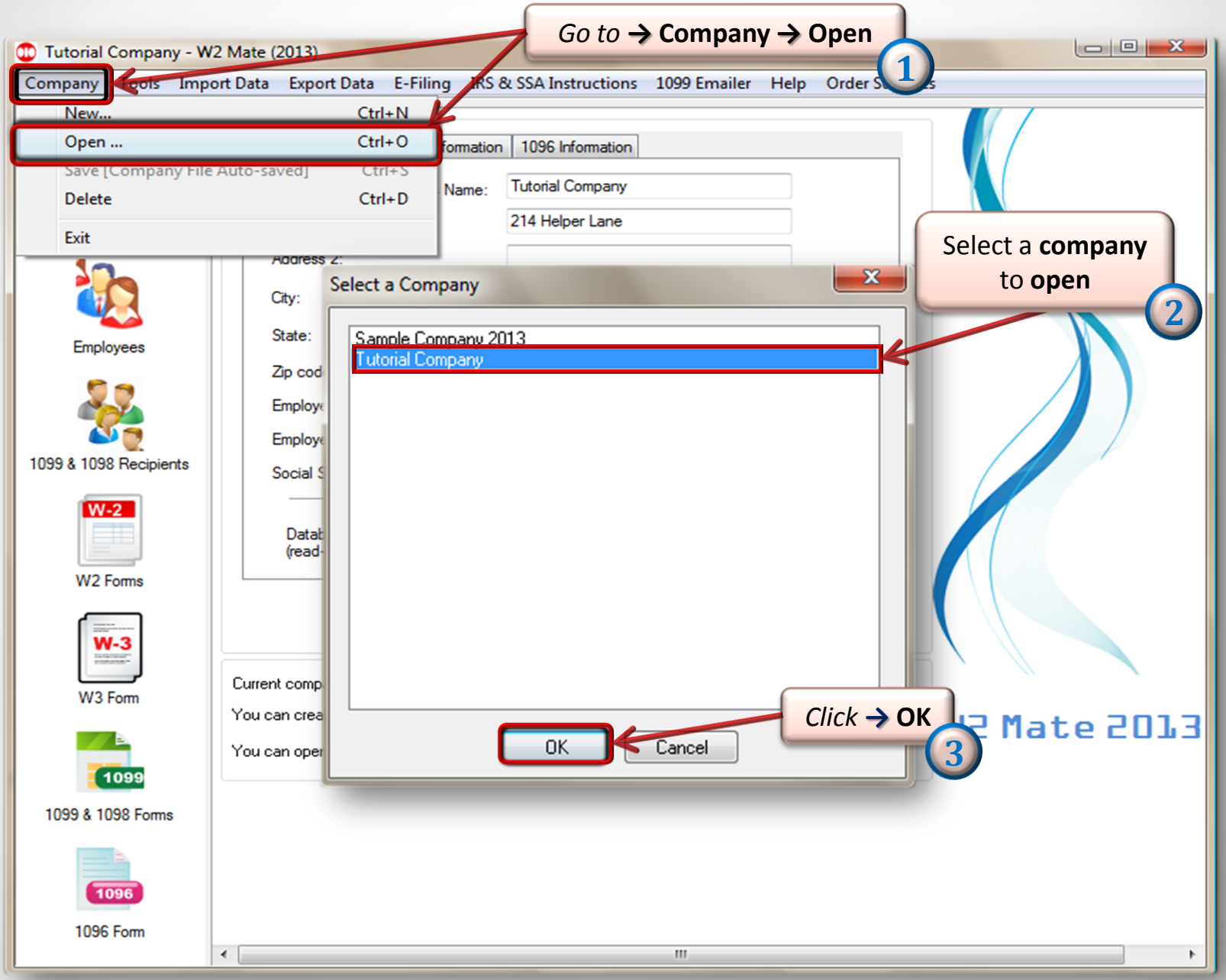
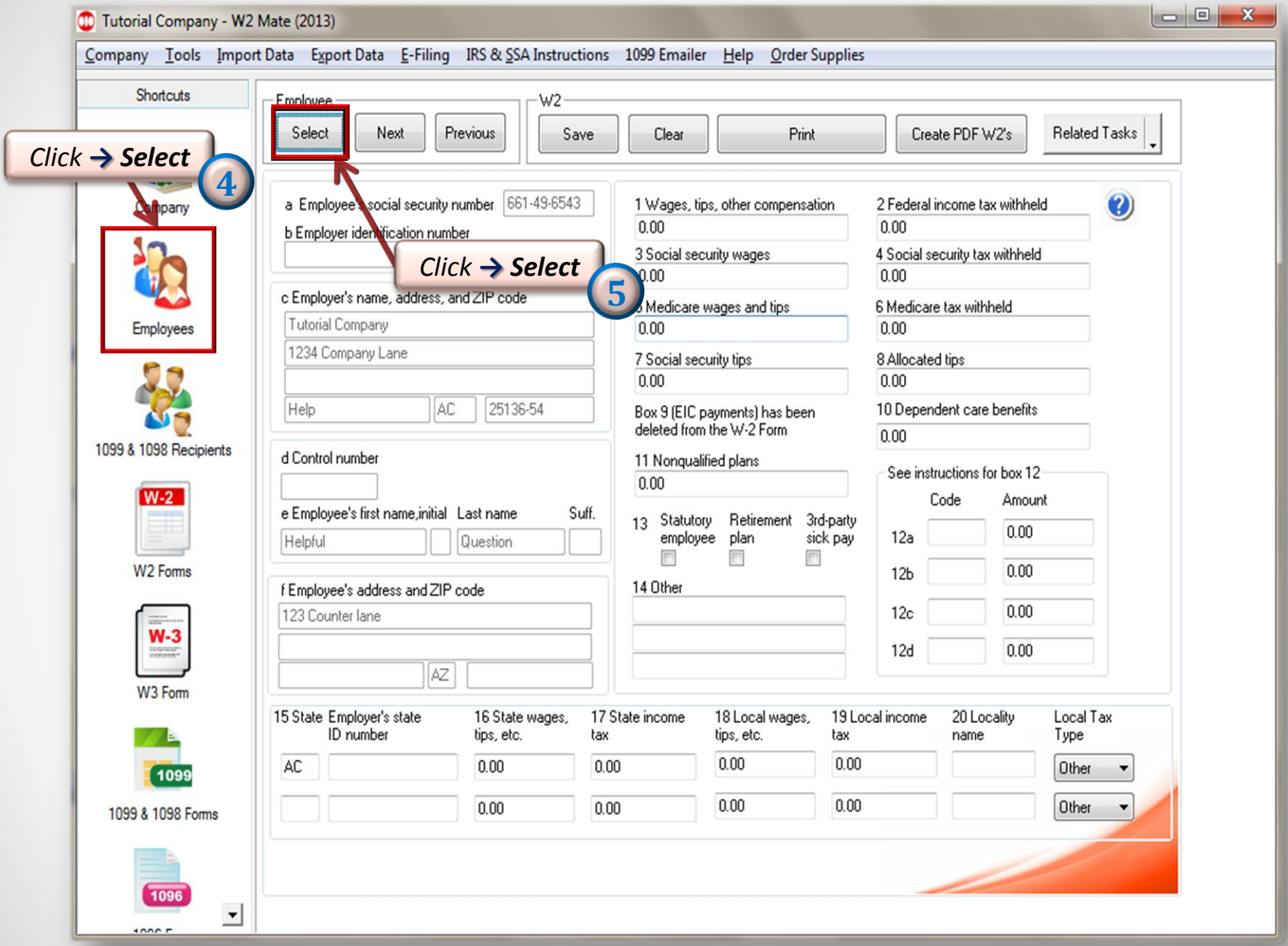
How to Select an Employee While Creating W2's in W2 Mate®

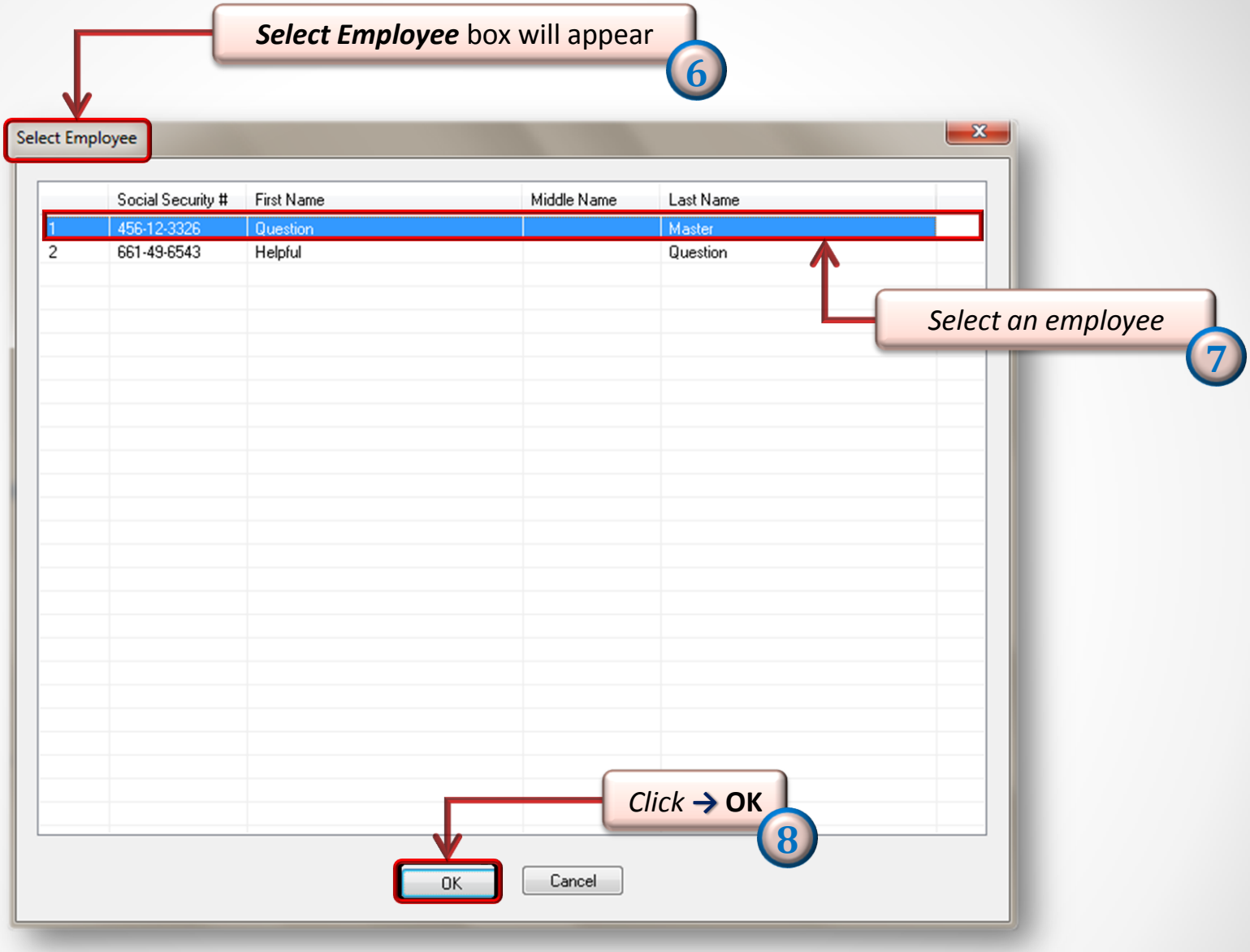
Start by Opening your

W2 Mate®

Program


Go to → Company → Open
1
Tutorial Company - W2 Mate (2013)
Company
Import Data
Export Data
E-Filing
1099 Emailer
Help
New... Ctrl+N
Open ... Ctrl+O
Delete Ctrl+D
Exit
1096 Information
Name:
Tutorial Company
214 Helper Lane
City:
State:
Employees
1099 & 1098 Recipients
W2 Forms
W3 Form
1099 & 1098 Forms
1096 Form
Select a Company
Sample Company 2013
Tutorial Company
OK
Cancel
Select a company to open
2
Click → OK
3
2 Mate 2013


Tutorial Company - W2 Mate (2013)
Company Tools Import Data Export Data E-Filing IRS & SSA Instructions 1099 Emailer Help Order Supplies
Shortcuts
Employees
1099 & 1098 Recipients
W2 Forms
W3 Form
1099 & 1098 Forms
Employee
Select
Next
Previous
W2
Save
Clear
Print
Create PDF W2's
Related Tasks
Click → Select
4
Click → Select
5
a Employee's social security number
661-49-6543
b Employer identification number
c Employer's name, address, and ZIP code
Tutorial Company
1234 Company Lane
Help
AC
25136-54
d Control number
e Employee's first name,initial
Last name
Suff.
Helpful
Question
f Employee's address and ZIP code
123 Counter lane
AZ
1 Wages, tips, other compensation
2 Federal income tax withheld
3 Social security wages
4 Social security tax withheld
5 Medicare wages and tips
6 Medicare tax withheld
7 Social security tips
8 Allocated tips
Box 9 (EIC payments) has been deleted from the W-2 Form
10 Dependent care benefits
11 Nonqualified plans
See instructions for box 12
Code
Amount
13 Statutory employee
Retirement plan
3rd-party sick pay
14 Other
12a
12b
12c
12d
15 State
Employer's state ID number
16 State wages, tips, etc.
17 State income tax
18 Local wages, tips, etc.
19 Local income tax
20 Locality name
Local Tax Type
AC
Other
Other


Select Employee box will appear
6
Select Employee
Social Security #
First Name
Middle Name
Last Name
1
456-12-3326
Question
Master
2
661-49-6543
Helpful
Question
Select an employee
7
Click → OK
8
OK
Cancel

Congratulations. You know how to select an employee while creating W2's!

www.W2Mate.com

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