

# How to Print Form W3 for Multiple States in **W2 Mate**<sup>®</sup>



Start by Opening  
**W2 Mate**<sup>®</sup>  
Program

[www.W2Mate.com](http://www.W2Mate.com)

Go to > Company > Open

1

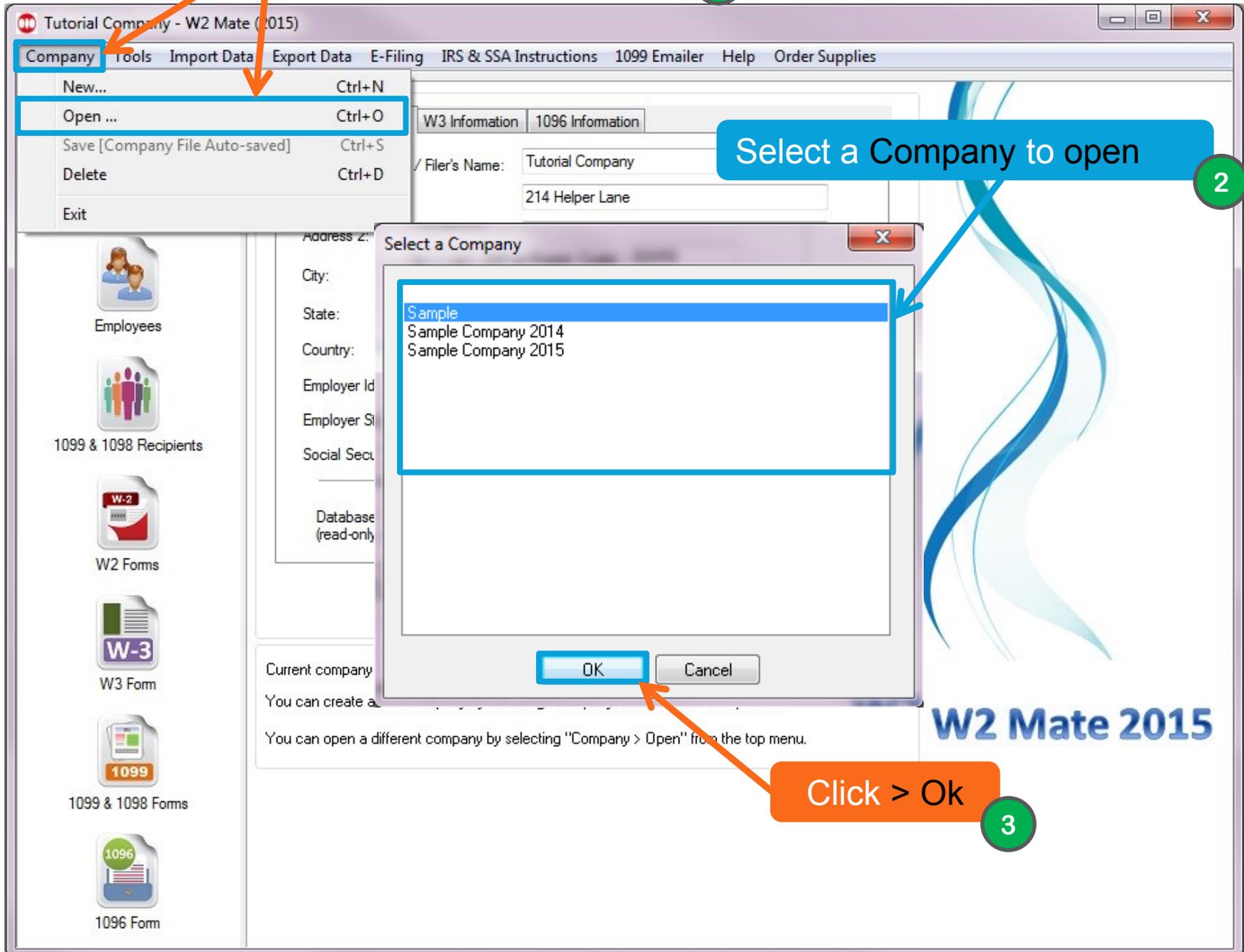
Select a Company to open

2

OK

Click > Ok

3



Sample - W2 Mate (2015)

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

**Shortcuts**

- Company
- Employees
- 1099 & 1098 Recipients
- W2 Form
- W3 Form**
- 1099 & 1098 Forms
- 1096 Form

**4** Click > W3 Form

**5** Click > Print W3

**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

11

**e** Employer identification number

54-2897451

**f** Employer's name

Sample

**g** Employer's address and ZIP code

123 Main St  
 Chicago IL 60456

**h** Other EIN used this year

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

IL 123456

**Contact person**

Sampler Sample

**E-mail address**

sample@mail.com

**Print W3** **Override Calculations**

<b>1</b> Wages, tips, other compensation	<b>2</b> Federal income tax withheld
11545.00	1071.00
<b>3</b> Medicare wages and tips	<b>4</b> Medicare tax withheld
7570.00	109.78
<b>7</b> Social security tips	<b>8</b> Allocated tips
0.00	0.00
<b>11</b> Nonqualified plans	<b>10</b> Dependent care benefits
0.00	0.00
<b>12a</b> Deferred compensation	<b>12b</b> Rollover benefits
25.00	
<b>13</b> For third-party sick pay use only	
<b>14</b> Income tax withheld by payer of third-party sick pay	
<b>16</b> State wages, tips, etc.	<b>17</b> State income tax
8545.00	290.75
<b>18</b> Local wages, tips, etc.	<b>19</b> Local income tax
0.00	0.00
<b>Telephone number</b>	<b>Fax number</b>
(521) 487-5974	

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.

Sample - W2 Mate (2015)

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

Shortcuts

Company

1099 & 1098 Recipient

W2 Forms

W3 Form

1099 & 1098 Forms

1096 Form

a Control number

b Kind of Payer and Kind of Employer

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

11545.00 1071.00

Print W3 Override Calculations

Set W3 Print Options

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

Vertical Offset (inch)

0.00  Up  Down

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 X 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.

OK Cancel

16 State wages, tips, etc. 8545.00

17 State income tax

18 Local income tax 0.00

Telephone number (521) 487-5974

Fax number

Contact person Sampler Sample

E-mail address sample@mail.com

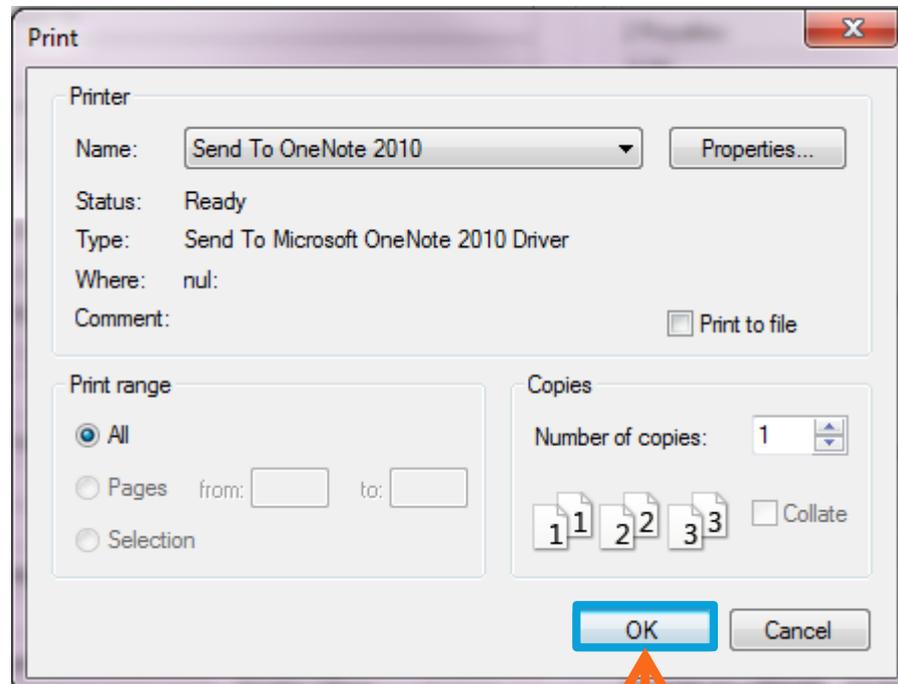
123456

Put an "X" in Box 15 State, in order to print W3 for multiple states.

6

Click > OK

7



Click > Ok 8

**Congratulations.** You know how to  
print form W3 for multiple states!



[www.W2Mate.com](http://www.W2Mate.com)

1-800-507-1992