

How to Print Form W2 Copy A in **W2 Mate**[®]



Start by Opening
W2 Mate[®]
Program

www.W2Mate.com

Go to > Company > Open

1

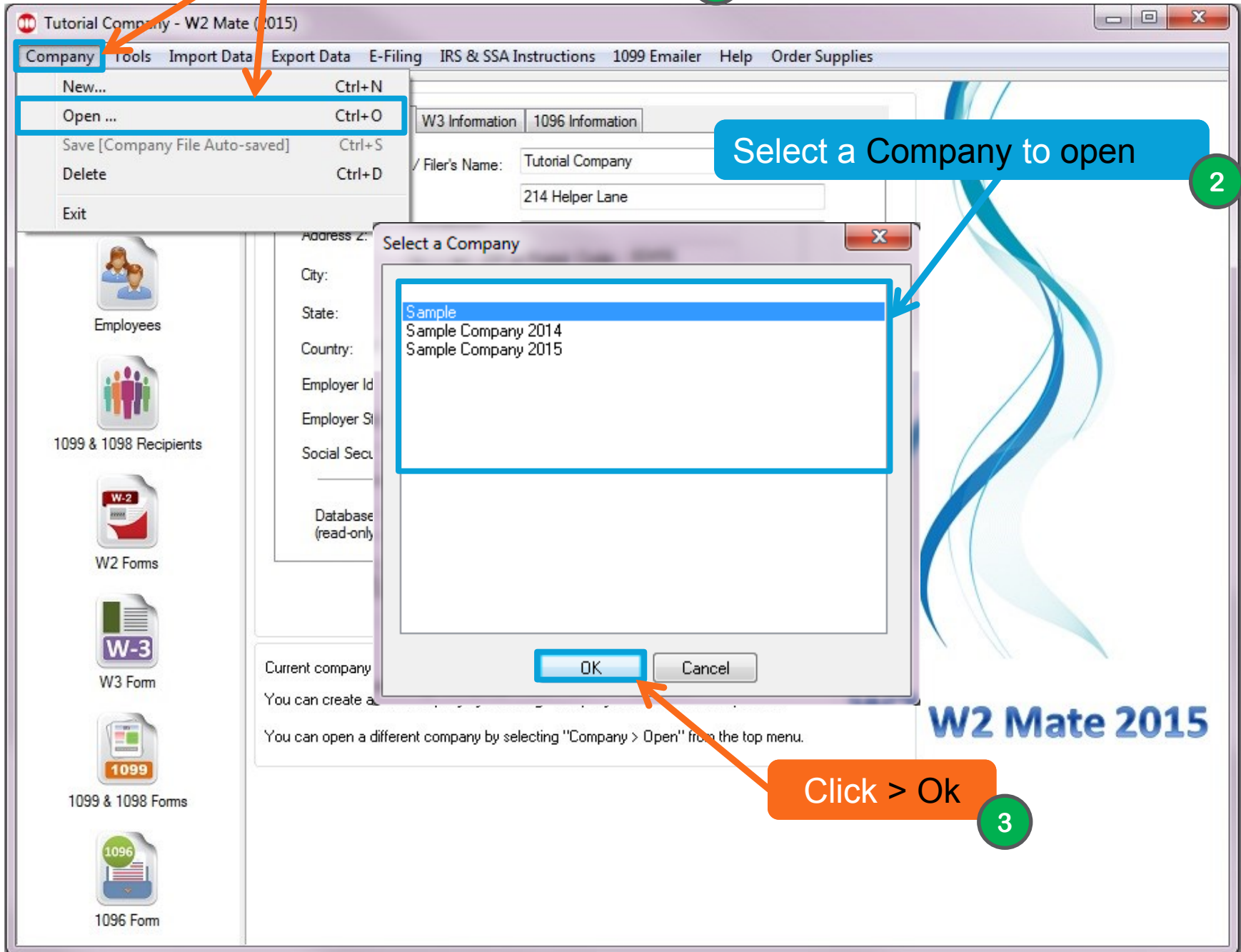
Select a Company to open

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 Forms**
- W3 Form
- 1099 & 1098 Forms
- 1096 Form

Employee: [Select] [Next] [Previous] W2: [Save] [Clear] **[Print]** [Create PDF W2's] [Related Tasks]

a Employee's social security number 000-00-0000

b Employer identification number 54-2897451

c Employer's name, address, and ZIP code
 Sample
 123 Main St
 chicago IL 60456

d Control number

e Employee's first name, initial Last name Suff.
 Ann James

1 Wages, tips, other compensation 500.00

2 Federal income tax withheld

3 Social security tax withheld 0.00

5 Medicare wages and tips 0.00

6 Medicare tax withheld

7 Social security tips 0.00

8 Allocated tips 0.00

Box 9 (EIC payments) has been deleted from the W-2 Form

10 Dependent care benefits 0.00

11 Nonqualified plans 0.00

13 Statutory employee Retirement plan 3rd-party sick pay

14 Other

See instructions for box 12

	Code	Amount
12a		0.00
12b		0.00
12c		0.00
12d		0.00

15 State Employer's state ID number AL AL

16 State wages, tips, etc. 1000.00

17 State income tax 10.00

18 Local wages, tips, etc. 0.00

19 Local income tax 0.00

20 Locality name Local Tax Type Other

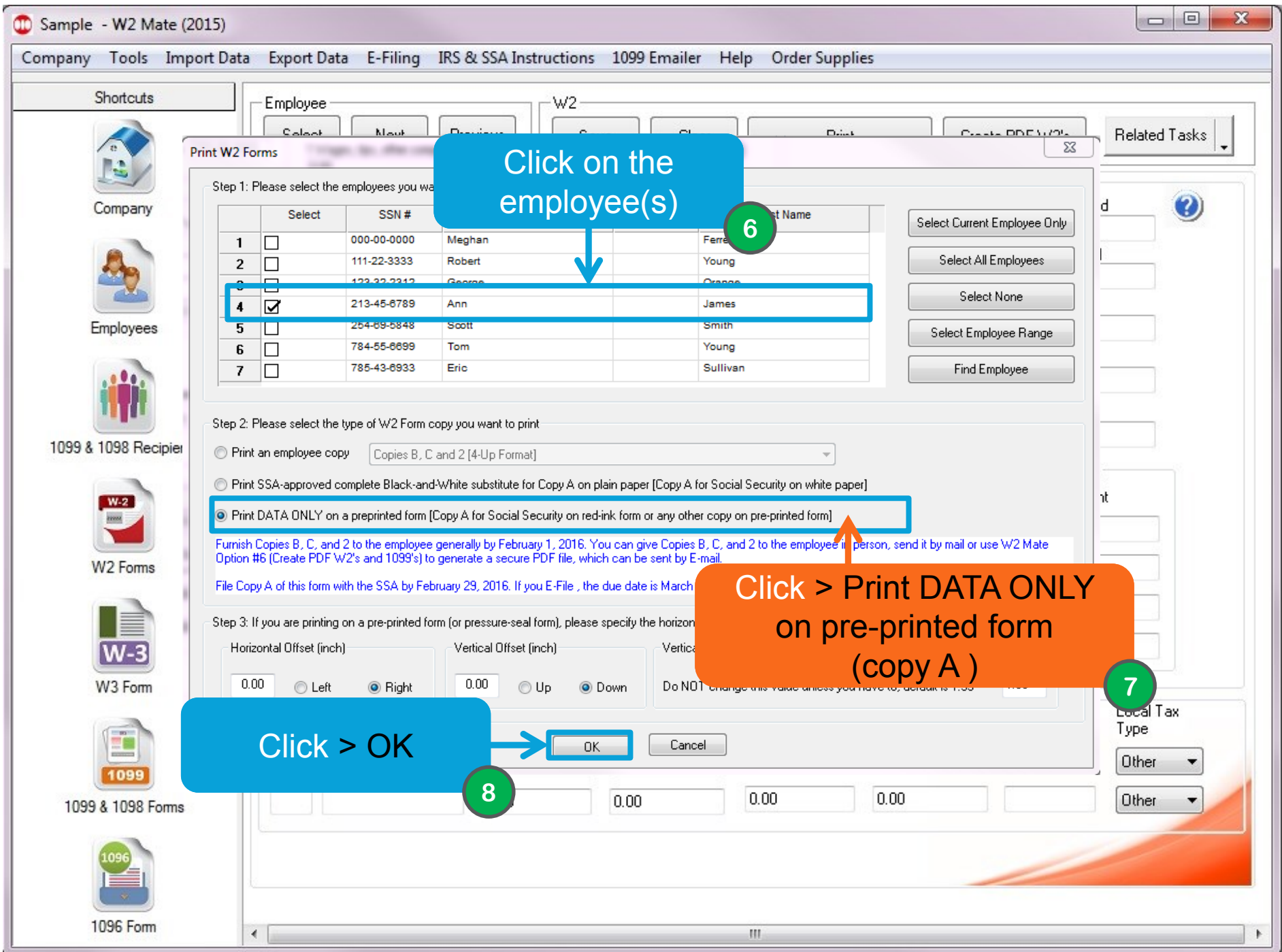
Click > Print

5

Click > W2 Forms

4

The following steps are for customers who want to print W2 Copy A on pre-printed red ink laser forms. If you want to print on blank paper using option #1 please skip to slide 8.



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Employee: [Select] [Next] [Previous] W2: [Save] [Clear] [Print] [Create PDF W2's] [Related Tasks]

a Employee's social security number: 000-00-0000

b Employer identification number: 54-2897451

c Employer's name: Sample, 123 Main St, Chicago

d Control number: []

e Employee's name: Ann

f Employee's address: 456 Main St, Hometown

1 Wages, tips, other compensation: 500.00

2 Federal income tax withheld: 0.00

Social security tax withheld: 0.00

Medicare tax withheld: 0.00

Allocated tips: 0.00

Dependent care benefits: 0.00

See instructions for box 12

Code	Amount
12a	0.00
12b	0.00
12c	0.00
12d	0.00

15 State Employer's state ID number: AL AL

16 State wages, tips, etc.: 1000.00

17 State income tax: 0.00

18 Local wages, tips, etc.: 0.00

19 Local income tax: 0.00

20 Locality name: []

Local Tax Type: Other

Print Dialog:

Printer: Send To OneNote 2010

Status: Ready

Type: Send To Microsoft OneNote 2010 Driver

Where: nul

Comment: []

Print to file: []

Print range: All

Copies: Number of copies: 1

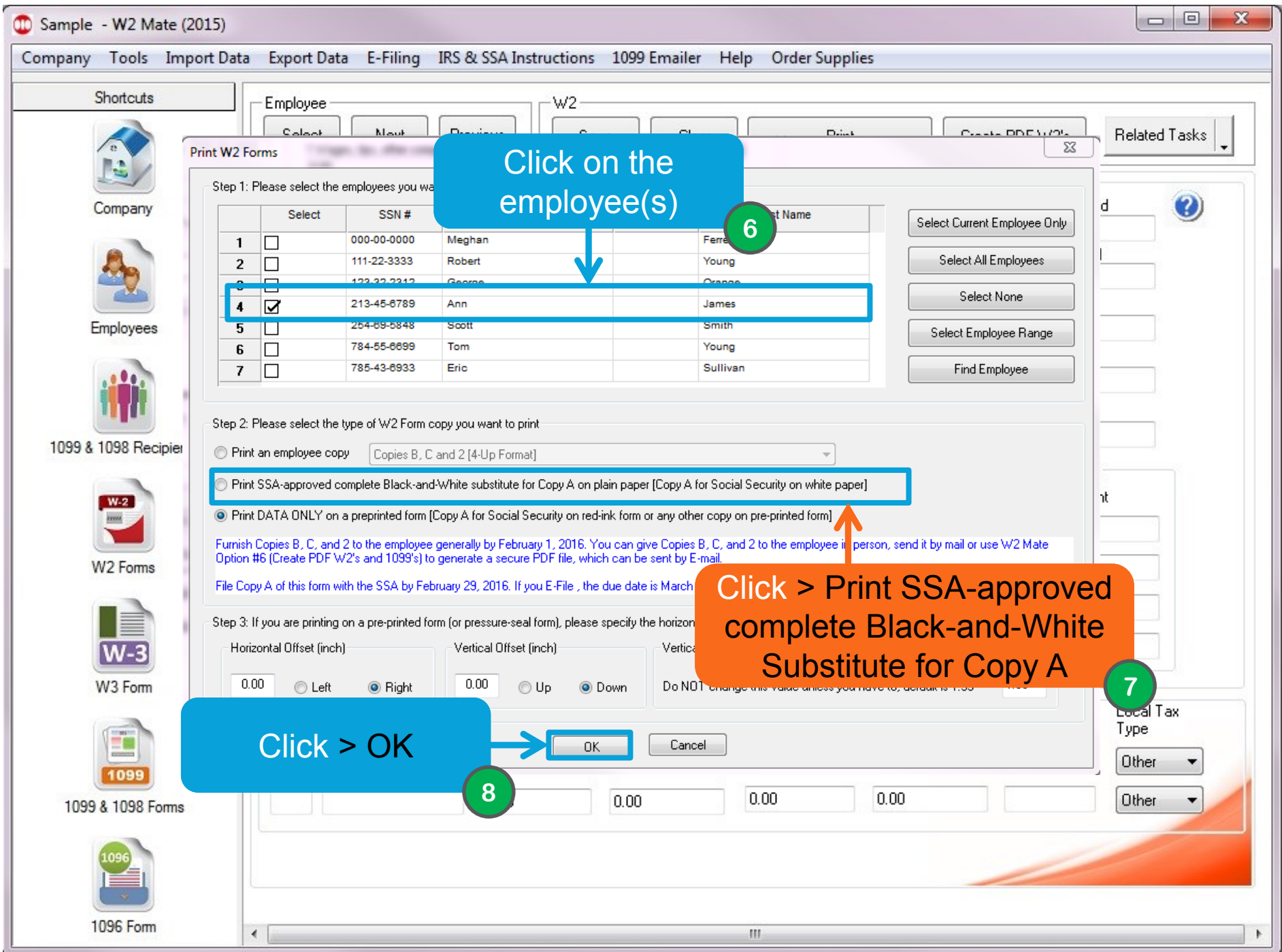
Collate: []

Buttons: OK, Cancel

Annotation: Click > OK

Annotation: 9

The following steps are for customers who have purchased W2 Mate option #1 and would like to print W2 Copy A on a blank sheet of paper.



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Employee: [Select] [Next] [Previous] W2: [Save] [Clear] [Print] [Create PDF W2's] [Related Tasks]

a Employee's social security number: 000-00-0000

b Employer identification number: 54-2897451

c Employer's name: Sample, 123 Main St, Chicago

d Control number: []

e Employee's name: Ann

f Employee's address: 456 Main St, Hometown

1 Wages, tips, other compensation: 500.00

2 Federal income tax withheld: 0.00

Social security tax withheld: 0.00

Medicare tax withheld: 0.00

Allocated tips: 0.00

Dependent care benefits: 0.00

See instructions for box 12

Code	Amount
12a	0.00
12b	0.00
12c	0.00
12d	0.00

15 State Employer's state ID number: AL, AL

16 State wages, tips, etc.: 1000.00

17 State income tax: 0.00

18 Local wages, tips, etc.: 0.00

19 Local income tax: 0.00

20 Locality name: []

Local Tax Type: Other

Print Dialog:

Printer: Send To OneNote 2010

Status: Ready

Type: Send To Microsoft OneNote 2010 Driver

Where: nul

Comment: []

Print to file:

Print range: All

Copies: Number of copies: 1

Collate:

Buttons: OK, Cancel

Annotation: Click > OK

Congratulations. You know how to
print W2 Copy A forms!



www.W2Mate.com

1-800-507-1992