

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



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Go to > Company > Open



mpany roois import	Data Export Data E-Filing IK:	oc SSA Instructions	1099 Emailer	eip Order Suppl	les			
Shortcuts	Employee							
0	Select Next F	Previous Sa	ave Clear	Print		Create PDF W	2's Rel	ated Tasks
Company	a Employee's social security b Employer identification num 54-2897451	1 Wages, t 500.00 3 Social se	1 Wages, tips, other compensation 2 Federal income tax withheld 500.00 3 Social se Click > Print tax withheld				0	
Employees	c Employer's name, address, a Sample	and ZIP code	5 Medicare	wages and tips	6 Me 0.00	dicare 5	eld	
	123 Main St	7 Social se 0.00	7 Social security tips 6 0.00			8 Allocated tips 0.00		
1099 & 1098 Recipients	chicago IL 60456			Box 9 (EIC payments) has been deleted from the W-2 Form 11 Nonqualified plans 0.00		10 Dependent care benefits 0.00 See instructions for box 12 Code Amount		
d Control number		0.00						
W2 Forms	Ann	James	13 Statuto employ	ry Retirement ar ee plan sid	d-party ck.pay 12] 12	a	0.00	
	Click > W2 Forms		14 Other	14 Other		c	0.00	
W-3	Hometown	60456			12	d	0.00	
	15 State Employer's state ID number	16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.	19 Local inco tax	ome 20 Loca name	ality Loc Typ	al Tax e
1099	AL AL	1000.00	10.00	0.00	0.00		Ot	ner 🔻
1099 & 1098 Forms		0.00	0.00	0.00	0.00		Ot	ner 🔻
1090								
1000 5								

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.

😳 Sample - W2 Mate (2	015)					
Company Tools Imp	ort Data Export Data E-Filing	IRS & SSA Instructions 109	9 Emailer Help Order S	upplies		
Shortcuts	Employee					
	Colort Nout				Related Tasks	
	Print W2 Forms	Click on t	he	23		
Company	- Step 1: Please select the employees you wa	emplovee	e(s)		d 🕥	
Company	Select SSN #	Meghan	Earr 6	Select Current Employee Only		
2	2 111-22-3333	Robert	Young	Select All Employees		
	122,22,2312 122,22,2312 122,22,2312 122,22,2312	George App	Orange	Select None		
Employees	5 254-89-5848	Scott	Smith	Select Employee Range		
	6 784-55-6699	Tom	Young	Find Fundament		
	1 100400000	End	Sunvan	Find Employee		
T	Step 2: Please select the type of W2 Form (opy you want to print				
1099 & 1098 Recipier	Print an employee copy Copies B, C	and 2 [4-Up Format]		~		
	Print SSA-approved complete Black-and	I-White substitute for Copy A on plain pap	oer [Copy A for Social Security on whit	e paper]	st	
W-2	Print DATA ONLY on a preprinted form [Copy A for Social Security on red-ink form or any other copy on pre-printed form]					
	Furnish Copies B, C, and 2 to the employee Option #6 (Create PDF W2's and 1099's) to	generally by February 1, 2016. You can generate a secure PDF file, which can	give Copies B, C, and 2 to the employ be sent by E-mail.	ee in person, send it by mail or use W2 Mate		
W2 Forms	File Copy A of this form with the SSA by Fel	ruary 29, 2016. If you E-File , the due da	ite is March Click >	Print DATA ONI	Y	
	Step 3: If you are printing on a pre-printed fo	rm (or pressure-seal form), please specify		ore printed form		
W-3	Horizontal Offset (inch)	Vertical Offset (inch)	Vertica			
W3 Form	0.00 Ceft O Right	0.00 🔿 Up 💿 Down	Do NOT change this value units			
					Local Tax	
	Click > OK	ОК	Cancel		Type	
1099						
1099 & 1098 Forms		0.0	0.00	0.00	Other 🔻	
1096 Form	•		m			

ompany Tools Import	Data Export Data E-Filing IRS & SSA Instructi	ons 1099 Emailer Hel	p Order Supplies		
Shortcuts	Employee	2			
2	Select Next Previous	Save Clear	Print	Create PDF W2's	Related Tasks
Company	a Employee's social security number 000-00-0	1 Wages, tips	, other compensation	2 Federal income tax withh	eld 🕜
	b Employer identification number	500.00		Social security tax withhe	ld
200	Print				
	c Employer's Printer		Medicare tax withheld		
Employees	Sample Name: Send To OneNo	te 2010	Properties	1.00	
	Status: Ready		Allocated tips		
	Type: Send To Microsof	ft OneNote 2010 Driver		Dependent care benefit	· · · · · · · · · · · · · · · · · · ·
	Comment:		Drint to file	1.00	•
1099 & 1098 Recipients	d Control nun			See instructions for boy 1	2
_	Print range	Copies		Code Amor	2 unt
W-2	e Employee's 💿 All	Number of	of copies: 1 🚔		
	Ann O Pages from:	to:			
W2 Forms	f Employee's Selection	112	22 33 Collate	12ь0.00	
	456 Main St.			12c 0.00	
			OK Cancel	12d 0.00	
VV-5	Hometown				
W3 Form	15 State Employer's state 16 State wage ID number tips, etc.	es, 17 State income tax	18 Local wages, 19 Loc ips, etc. tax	cal income 20 Locality name	Local Tax Type
	AL AL 1000.00		0.00		Other 👻
1099	0.00				
1099 & 1098 Forms		0.00			
1096					
1096 Form					

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.

😳 Sample - W2 Mate (2	015)					
Company Tools Imp	ort Data Export Data E-Filing	IRS & SSA Instructions 109	99 Emailer Help Order Su	pplies		
Shortcuts	Employee					
	Calaat Naut	Province Comment			Related Tasks	
P P	rint W2 Forms	Click on t	the	22		
Company	Step 1: Please select the employees you wa	emplovee	e(s)		d 🕥	
company	Select SSN #	Meghan	Eerre 6	Select Current Employee Only		
8	2 111-22-3333	Robert	Young	Select All Employees	<u> </u>	
	122,22,2212 122,45,8709	Ann	Orange	Select None		
Employees	5 254-69-5848	Scott	Smith	Select Employee Bange		
	6 784-55-6699	Tom	Young	Find Farelesse		
	1 100400000	Eng	Sunvan	Find Employee		
I	Step 2: Please select the type of W2 Form (opy you want to print				
1099 & 1098 Recipier	(099 & 1098 Recipier Print an employee copy Copies B, C and 2 [4-Up Format] •					
	Print SSA-approved complete Black-and	l-White substitute for Copy A on plain pa	per [Copy A for Social Security on white	paper]	at	
Print DATA ONLY on a preprinted form [Copy A for Social Security on red-ink form or any other copy on pre-printed form]						
	Furnish Copies B, C, and 2 to the employee Option #6 (Create PDF W2's and 1099's) to	generally by February 1, 2016. You can generate a secure PDE file, which can	give Copies B, C, and 2 to the employe be sent by F-mail	e ir person, send it by mail or use W2 Mate		
W2 Forms	File Copy A of this form with the SSA by Fel	oruary 29, 2016. If you E-File , the due da	ate is March Click >	Print SSA-approve	b	
	Step 3: If you are printing on a pre-printed fo	rm (or pressure-seal form), please specify		to Plack and Whit		
W-3	Horizontal Offset (inch)	Vertical Offset (inch)				
W3 Form	0.00 Ceft O Bight	0.00		stitute for Copy A		
		0.1			Local Tax	
	Click > OK	ОК	Cancel		Type	
1099					Other ▼	
1099 & 1098 Forms		0.0	0.00	0.00	Other 🔻	
1096						
	~					
1096 Form						

ompany Tools Import	Data Export Data E-Filing IRS & SSA Instructi	ons 1099 Emailer Hel	p Order Supplies		
Shortcuts	Employee	2			
a	Select Next Previous	Save Clear	Print	Create PDF W2's	Related Tasks
Company	a Employee's social security number 000-00-0	1 Wages, tips	, other compensation	2 Federal income tax withh	eld 🕜
	b Employer identification number	500.00		Social security tax withhe	ld
200	Print				
	c Employer's Printer		Medicare tax withheld		
Employees	Sample Name: Send To OneNo	te 2010	Properties	1.00	
	Status: Ready		Allocated tips		
	Type: Send To Microsof	ft OneNote 2010 Driver		Dependent care benefit	· · · · · · · · · · · · · · · · · · ·
	Comment:		Drink to file	1.00	•
1099 & 1098 Recipients	d Control nun			See instructions for boy 1	2
_	Print range	Copies		Code Amor	2 unt
W-2	e Employee's 💿 All	Number of	of copies: 1 🚔		
	Ann O Pages from:	to:			
W2 Forms	f Employee's Selection	112	22 33 Collate	12ь0.00	
	456 Main St.			12c 0.00	
			OK Cancel	12d 0.00	
VV-5	Hometown				
W3 Form	15 State Employer's state 16 State wage ID number tips, etc.	es, 17 State income tax	18 Local wages, 19 Loc ips, etc. tax	cal income 20 Locality name	Local Tax Type
	AL AL 1000.00		0.00		Other 👻
1099	0.00				
1099 & 1098 Forms		0.00			
1096					
1096 Form					

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



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