

How to Print Employee/Recipient Mailing Labels in **W2 Mate**[®]



**Start by Opening
W2 Mate**[®]
Program

www.W2Mate.com

Go to > Company > Open

1

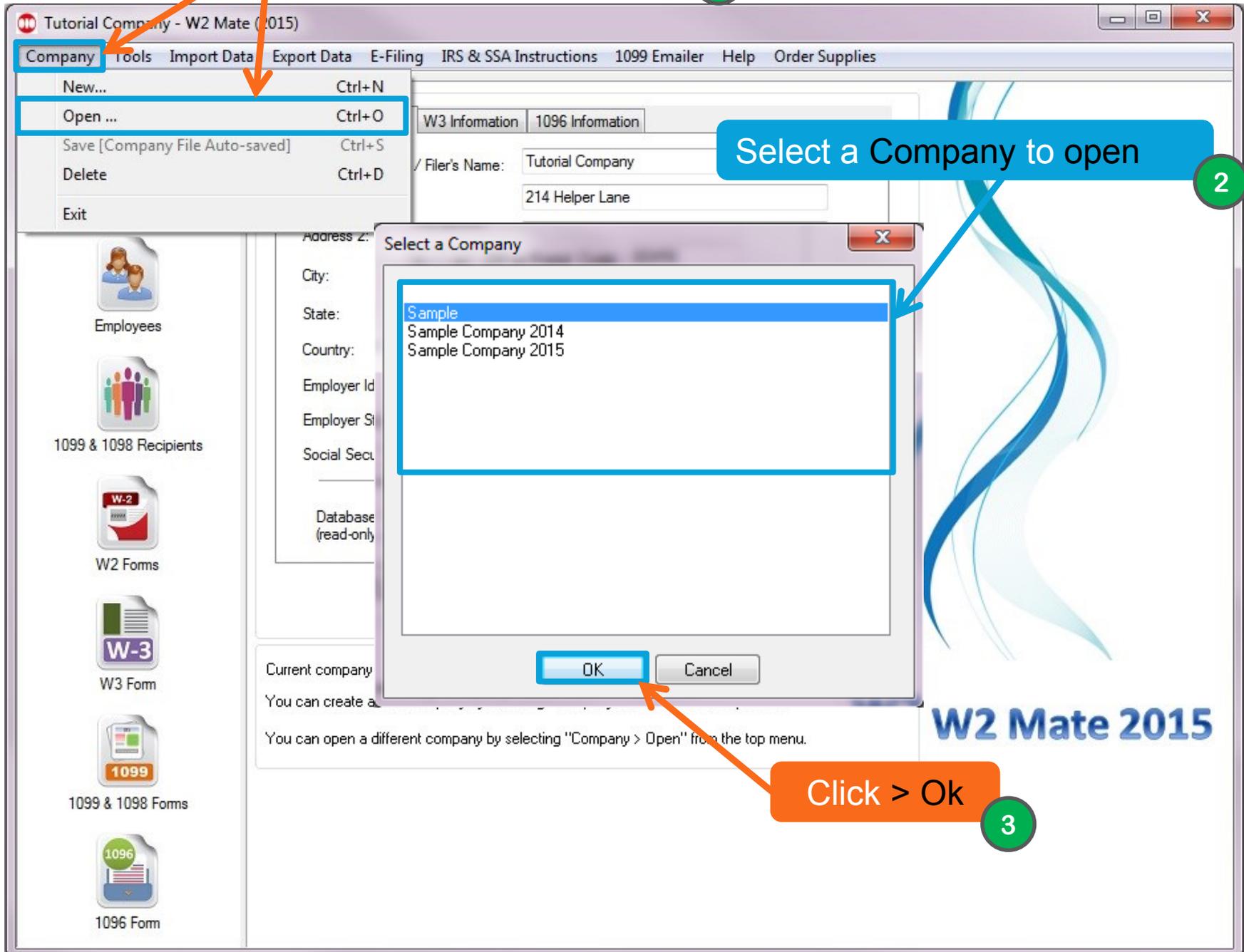
Select a Company to open

2

OK

Click > Ok

3



The screenshot shows the W2 Mate 2015 software interface. The menu bar includes 'Company', 'Tools', 'Import Data', 'Export Data', 'E-Filing', 'IRS & SSA Instructions', '1099 Emailer', 'Help', and 'Order Supplies'. The 'Export Data' menu is open, showing options: 'W2 Forms', '1099-MISC Forms', '1099-R Forms', 'Other Forms', 'Employee List', '1099 / 1098 Recipient List', 'Employee Printing Labels (Avery 5160)', '1099 / 1098 Recipient Printing Labels (Avery 5160)', 'Company List', and 'Social Security # (if Applicable)'. A blue callout box with the text 'Click > Export Data' and a green circle containing the number '4' points to the 'Export Data' menu item. An orange callout box with the text 'Click > Employee Printing Labels Or 1099/1098 Recipient Printing Labels' and a green circle containing the number '5' points to the 'Employee Printing Labels (Avery 5160)' and '1099 / 1098 Recipient Printing Labels (Avery 5160)' options. The left sidebar contains shortcuts for 'Company', 'Employees', '1099 & 1098 Recipients', 'W2 Forms', 'W3 Form', '1099 & 1098 Forms', and '1096 Form'. The main window displays a form with a 'Database File Path' field containing 'C:\Users\Public\Documents\W2 Mate 2015\Sample.pmt'. The 'W2 Mate 2015' logo is visible in the bottom right corner of the software window.

Sample - W2 Mate (2015)

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

Shortcuts

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

General Information W3 Information 1096 Information

Employer's Name / Filer's Name: Sample

23 Main St

City

State

Country

Employer

Employer

Social Security

Director (re

Current co

You can create a new company by selecting "Company > New" from the top menu.

You can open

6

7

8

15

Select the Location

Name your file

Click > Save

Congratulations. You know how to
print to employee/recipient Mailing
labels!



www.W2Mate.com

1-800-507-1992