

How to Save W2 Forms in **W2 Mate**[®]



Start by Opening
W2 Mate[®]
Program

www.W2Mate.com

Go to > Company > Open

1

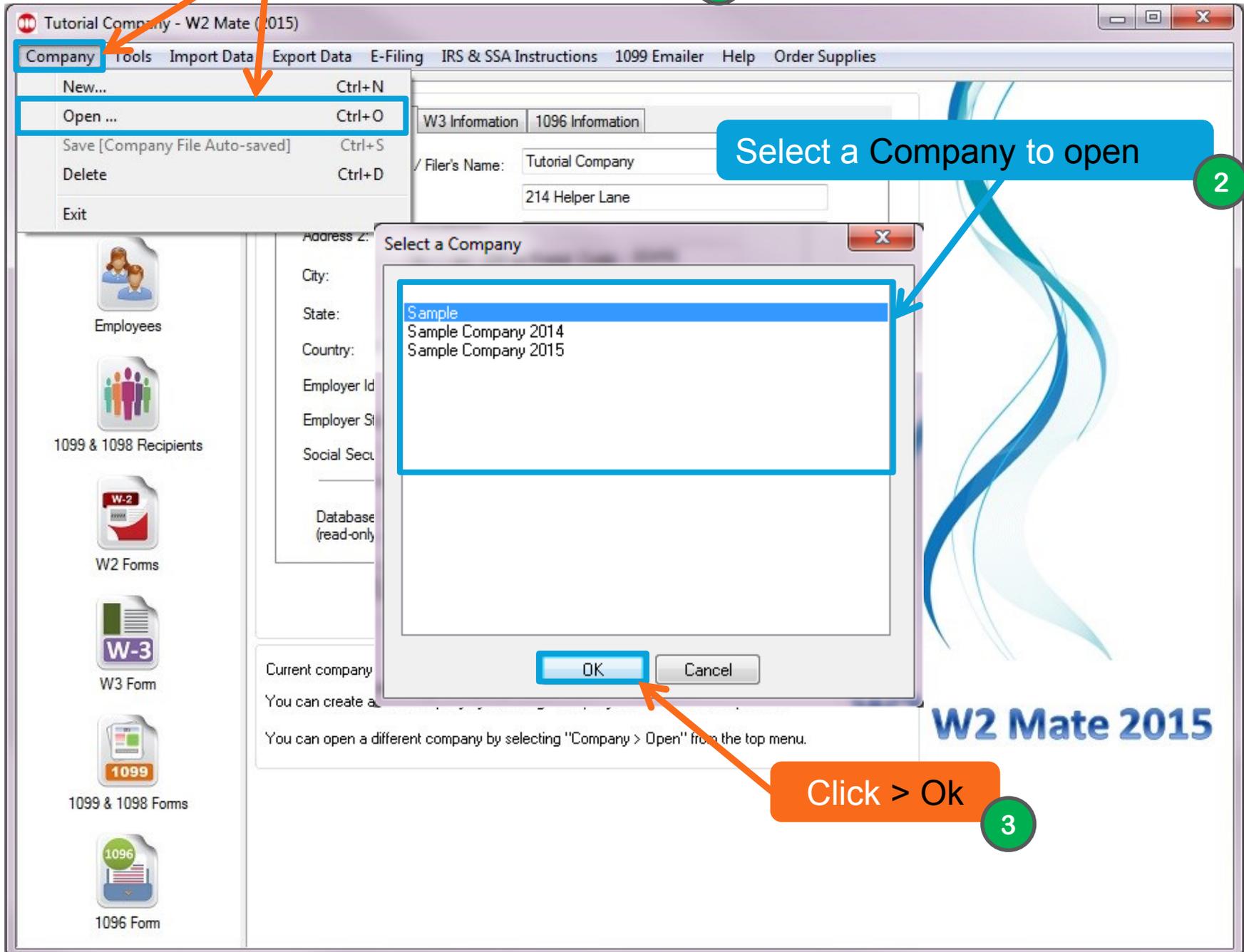
Select a Company to open

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 W2

Select Next Previous **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 city, state, and ZIP code
 Sample
 123 Main St
 chicago IL 60456

d Control number

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

f State of residence
 Hometown AL 60456

1 Wages, tips, other compensation 500.00

2 Federal income tax withheld 0.00

3 Medicare wages, tips 0.00

4 Social security tax withheld 0.00

5 Medicare tax withheld 0.00

6 Medicare tax withheld 0.00

7 Social security tips 0.00

8 Allocated tips 0.00

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

10 Dependent care benefits 0.00

11 Nonqualified plans 0.00

12 See instructions for box 12

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

13 Statutory employee Retirement plan 3rd-party sick pay

14 Other

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

AL	AL	1000.00	10.00	0.00	0.00		Other
		0.00	0.00	0.00	0.00		Other

Click > Save

Click > W2 Forms

Sample - W2 Mate (2015)

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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, address, and ZIP code: Sample, 123 Main St, Chicago

d Control number: []

e Employee's first name: Ann

f Employee's address and ZIP code: 456 Main St, Hometown, AL, 60456

1 Wages, tips, other compensation: 500.00

2 Federal income tax withheld: 0.00

3 Social security wages: 0.00

4 Social security tax withheld: 0.00

5 Medicare wages and tips: 0.00

6 Medicare tax withheld: 0.00

8 Allocated tips: 0.00

10 Dependent care benefits: 0.00

See instructions for box 12

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

14 Other: []

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
AL	AL	1000.00	10.00	0.00	0.00	[]	Other
[]	[]	0.00	0.00	0.00	0.00	[]	Other

W2 Mate (2015) Are you sure you want to save the current fields?

Yes No

Click > Yes

6

Congratulations. You know how to
save W2 forms in W2 Mate!



www.W2Mate.com

1-800-507-1992