

How to Update Box 20 (Locality Name) for Multiple Employees in **W2 Mate**[®]



Start by Opening
W2 Mate[®]
Program

www.W2Mate.com

Go to > Company > Open

1

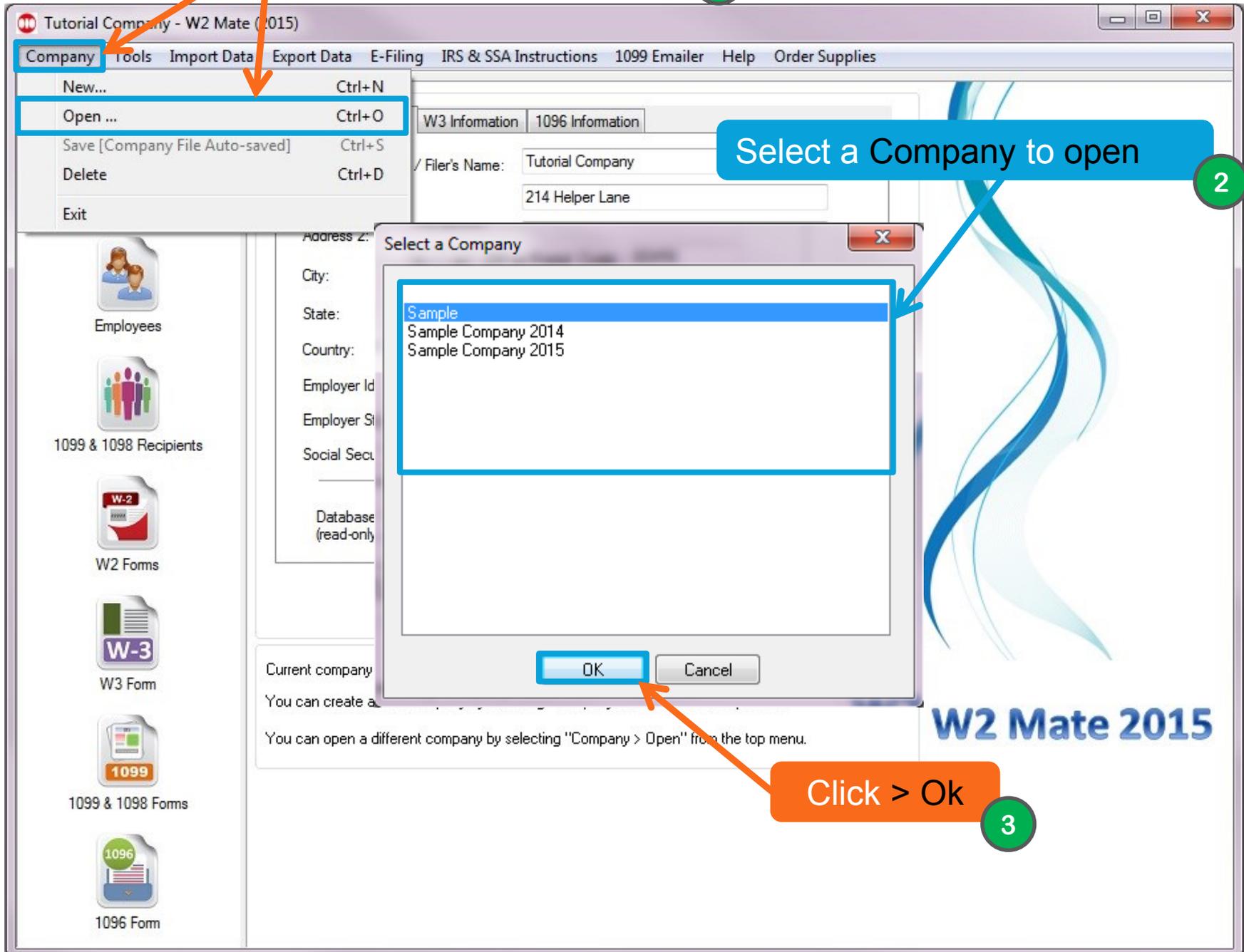
Select a Company to open

2

OK

Click > Ok

3



The screenshot shows the W2 Mate 2015 software interface. The title bar reads "Sample - W2 Mate (2015)". The menu bar includes "Company", "Tools", "Report Data", "Instructions", "1099 Emailer", "Help", and "Order Supplies". The "Tools" menu is open, displaying a list of options. A blue callout box with the text "Click > Tools" and a green circle containing the number "4" points to the "Tools" menu item. Within the "Tools" menu, the option "Update Box 20 (Locality name) for Multiple Employees" is highlighted with a blue selection bar. An orange callout box with the text "Click > Update Box 20 (Locality Name) for Multiple Employees" and a green circle containing the number "5" points to this highlighted option. The background shows a form with various input fields, including a "ZIP or Postal Code" field with the value "60456". A blue decorative graphic is on the right side of the window. The bottom left corner shows icons for "1099" and "1096" forms.

Update Box 20 (Locality Name) for multiple employees.

Use this dialog to update Box 20 (Locality Name) for multiple employees.

Step 1: Select the new Locality Name

New Locality Name

IL

Box 20 line you would like to update

Box 20 Line 1

Box 20 Line 1

Box 20 Line 2

Step 2: Select the list of employees you would like to update the Locality Name for

	Select	SSN #	First Name	Middle Name	Last Name
1	<input type="checkbox"/>	000-00-0000	Ann		James
					Sullivan
					Smith
					Young
5	<input type="checkbox"/>	000-00-0000	Robert		Young
6	<input type="checkbox"/>	000-00-0000	George		Orange
7	<input checked="" type="checkbox"/>	000-00-0000	Meghan		Ferreira
8	<input checked="" type="checkbox"/>	000-00-0000	Sample		Sampler

Select All

Select None

Find

OK

Cancel

Fill in the "New Locality Name"

6

Choose either "Line 1" or "Line 2"

7

Update Box 20 (Locality Name) for multiple employees.

Use this dialog to update Box 20 (Locality Name) for multiple employees.

Step 1: Select the new Locality Name

New Locality Name:

Box 20 line you would like to update:
Box 20 Line 1 (selected)
Box 20 Line 1
Box 20 Line 2

Step 2: Select the list of employees you would like to update the Locality Name for

	Select	SSN #	First Name	Middle Name	Last Name
1	<input type="checkbox"/>	000-00-0000	Ann		
2	<input type="checkbox"/>	000-00-0000	Eric		
3	<input type="checkbox"/>	000-00-0000	Scott		
4	<input type="checkbox"/>	000-00-0000	Tom		Young
5	<input type="checkbox"/>	000-00-0000	Robert		Young
6	<input type="checkbox"/>	000-00-0000	George		Orange
7	<input checked="" type="checkbox"/>	000-00-0000	Meghan		Ferreira
8	<input checked="" type="checkbox"/>	000-00-0000	Sample		Sampler

Select All
Select None
Find

8

Select Employees to update Box 20

9

Click > Ok

OK Cancel

Shortcuts



Company



Employees



1099 & 1098 Recipients



W2 Forms



W3 Form



General Information W3 Information 1096 Information

Employer's Name / Filer's Name: Sample

Address 1: 123 Main St

Address 2:

City: chicago

State: IL ZIP or Postal Code: 60456

Country: United States

Employer Identification Number: 54-2897451 Please remember to click the "Update" button to save your

Employer State ID: 123456

W2 Mate (2015)

You are about to update the Locality name for 2 employees. Are you sure you want to continue?

10 Click > Yes →

Current company name: Sample

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

You can open a different company by selecting "Company > Open" from the top menu.

W2 Mate 2015

Shortcuts



Company



Employees



1099 & 1098 Recipients



W2 Forms



W3 Form



General Information W3 Information 1096 Information

Employer's Name / Filer's Name: Sample

Address 1: 123 Main St

Address 2:

City: chicago

State: IL ZIP or Postal Code: 60456

Country: United States

Employer Identification Number: 54-2897451 Please remember to click the "Update" button to save your changes.

Employer State ID: 123456

W2 Mate (2015)

"Box 12 State" and "Box 13 State identification no." for one or more recipients has been updated successfully.

11 Click > OK

OK

Current

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

You can open a different company by selecting "Company > Open" from the top menu.

W2 Mate 2015

Congratulations. You know how to
update box 20 for multiple employees!



www.W2Mate.com

1-800-507-1992