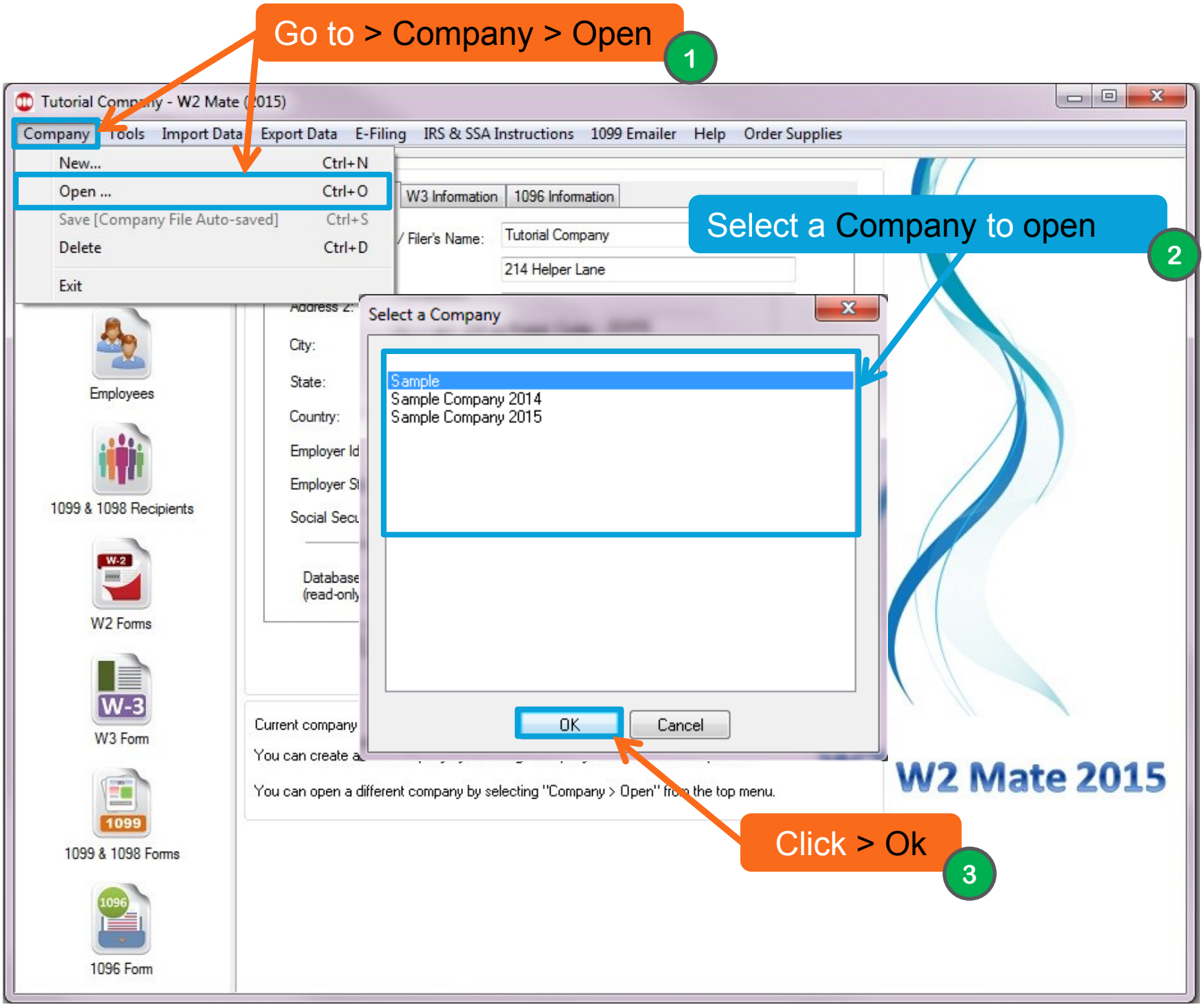
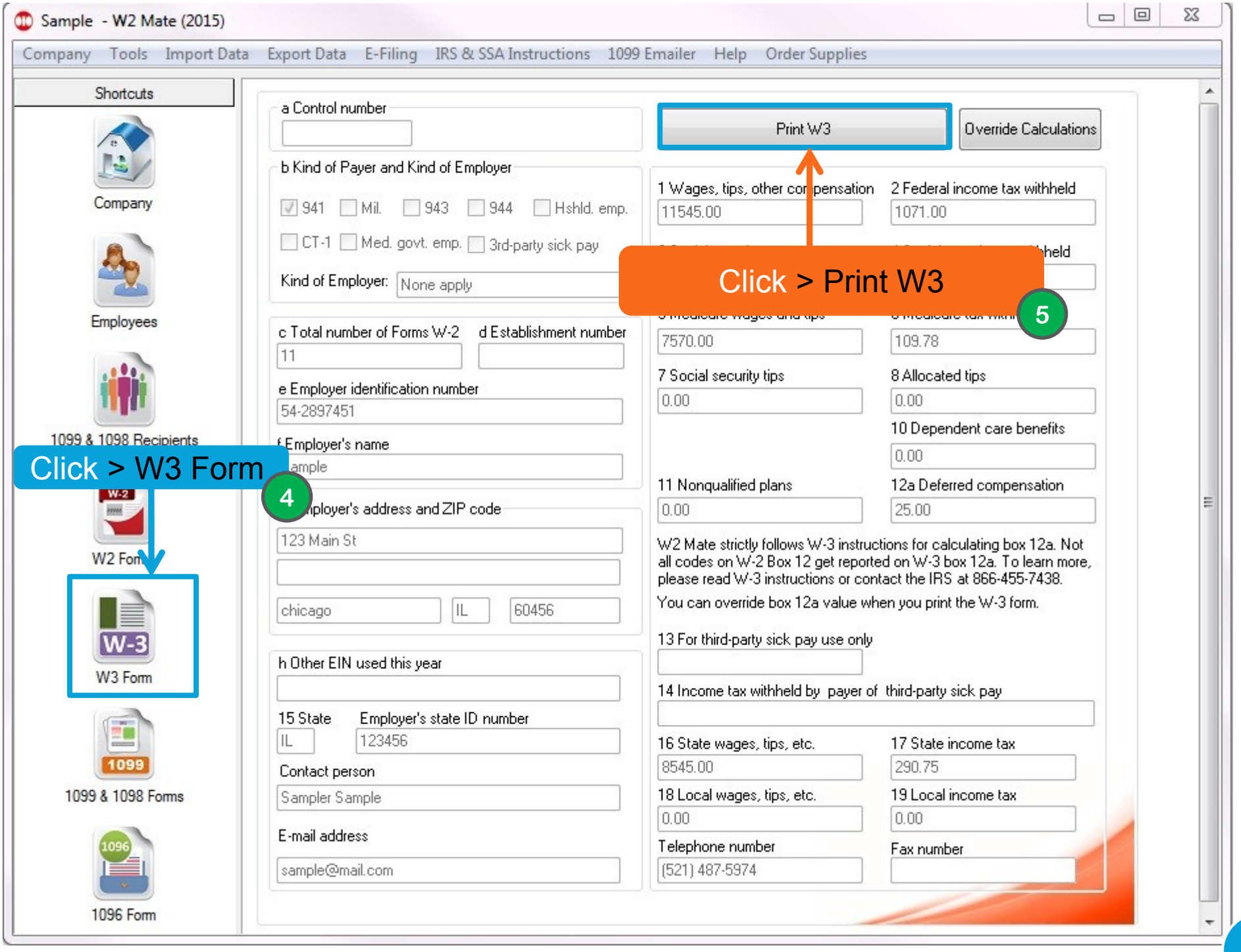
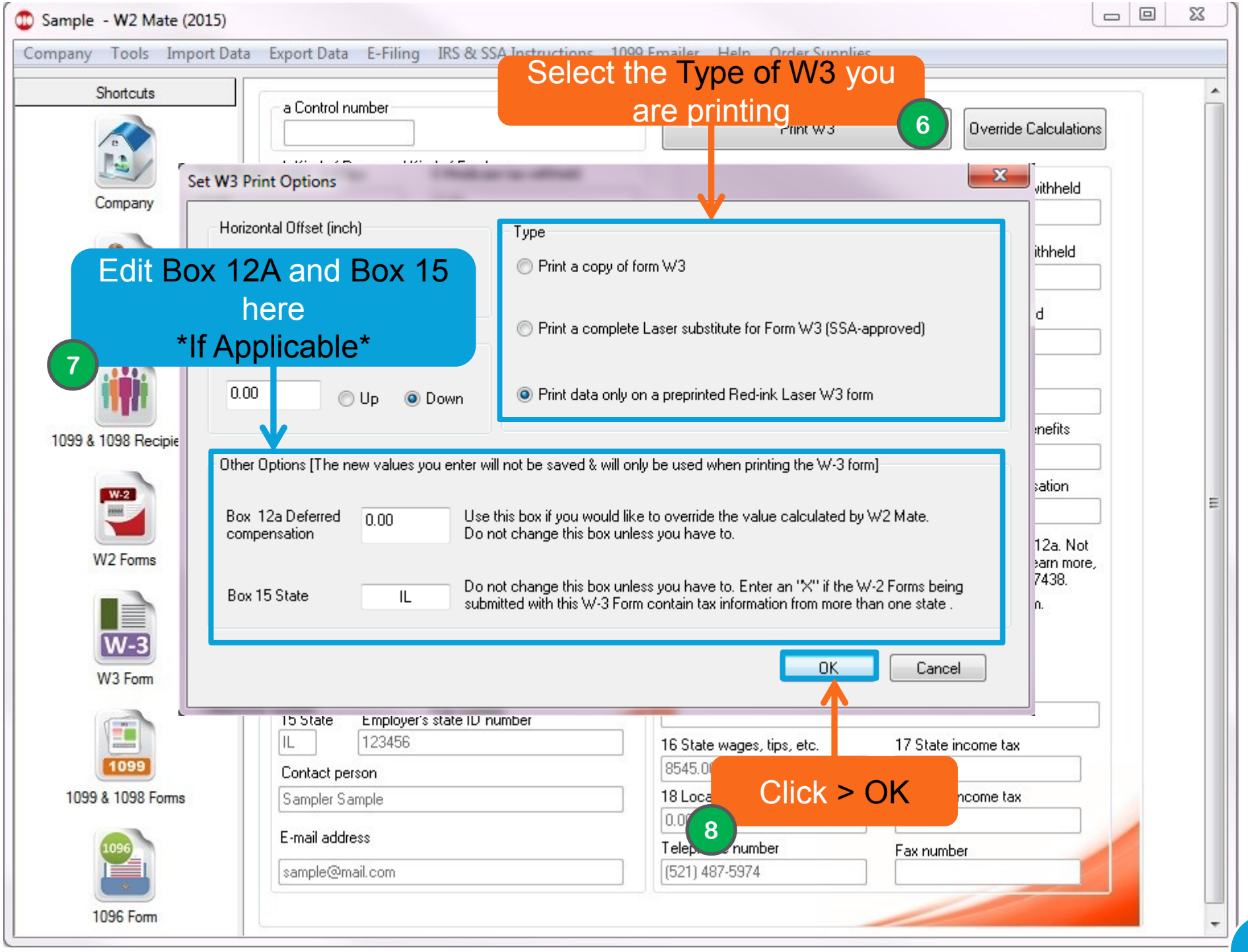
How to Print Form W3 in W2 Mate®

Start by Opening W2 Mate® Program

www.W2Mate.com


Go to > Company > Open
1
Tutorial Company - W2 Mate (2015)
Company
Tools
Import Data
Export Data
E-Filing
IRS & SSA Instructions
1099 Emailer
Help
Order Supplies
New... Ctrl+N
Open ... Ctrl+O
Save [Company File Auto-saved] Ctrl+S
Delete Ctrl+D
Exit
W3 Information
1096 Information
Filer's Name:
Tutorial Company
214 Helper Lane
Select a Company to open
2
Select a Company
Sample
Sample Company 2014
Sample Company 2015
OK
Cancel
City:
State:
Country:
Employer Id
Employer St
Social Secu
Database
(read-only
Current company
You can create a
You can open a different company by selecting "Company > Open" from the top menu.
Employees
1099 & 1098 Recipients
W2 Forms
W3 Form
1099 & 1098 Forms
1096 Form
W2 Mate 2015
Click > Ok
3


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 Form
W3 Form
1099 & 1098 Forms
1096 Form
Click > W3 Form
4
a Control number
b Kind of Payer and Kind of Employer
941
Mil.
943
944
Hshld. emp.
CT-1
Med. govt. emp.
3rd-party sick pay
Kind of Employer:
None apply
c Total number of Forms W-2
11
d Establishment number
e Employer identification number
54-2897451
f Employer's name
ample
ployer's address and ZIP code
123 Main St
chicago
IL
60456
h Other EIN used this year
15 State
Employer's state ID number
IL
123456
Contact person
Sampler Sample
E-mail address
sample@mail.com
Print W3
Override Calculations
Click > Print W3
5
1 Wages, tips, other compensation
11545.00
2 Federal income tax withheld
1071.00
7570.00
109.78
7 Social security tips
0.00
8 Allocated tips
0.00
10 Dependent care benefits
0.00
11 Nonqualified plans
0.00
12a Deferred compensation
25.00
W2 Mate strictly follows W-3 instructions for calculating box 12a. Not all codes on W-2 Box 12 get reported on W-3 box 12a. To learn more, please read W-3 instructions or contact the IRS at 866-455-7438.
You can override box 12a value when you print the W-3 form.
13 For third-party sick pay use only
14 Income tax withheld by payer of third-party sick pay
16 State wages, tips, etc.
8545.00
17 State income tax
290.75
18 Local wages, tips, etc.
0.00
19 Local income tax
0.00
Telephone number
(521) 487-5974
Fax number


Sample - W2 Mate (2015)
Company
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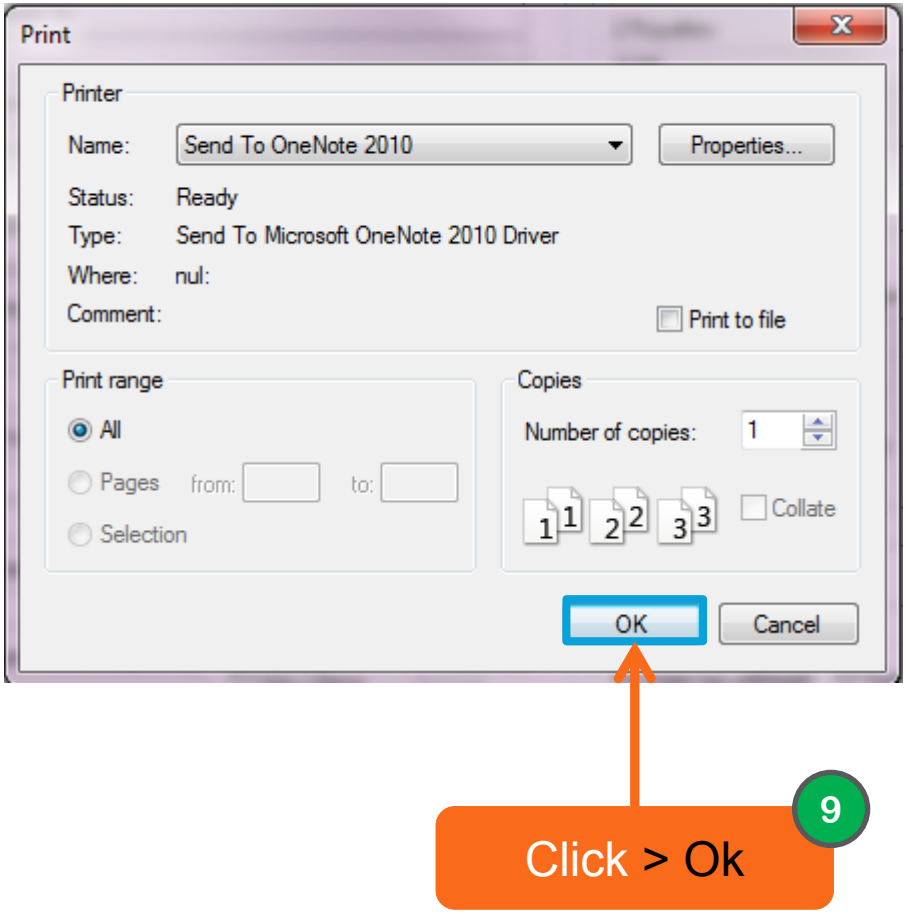
Shortcuts
Company
1099 & 1098 Recipie
W2 Forms
W3 Form
1099 & 1098 Forms
1096 Form
a Control number
Print W3
Override Calculations
Select the Type of W3 you are printing
6
Set W3 Print Options
Horizontal Offset (inch)
0.00
Up
Down
Type
Print a copy of form W3
Print a complete Laser substitute for Form W3 (SSA-approved)
Print data only on a preprinted Red-ink Laser W3 form
Edit Box 12A and Box 15 here
If Applicable
7
Other Options [The new values you enter will not be saved & will only be used when printing the W-3 form]
Box 12a Deferred compensation
0.00
Use this box if you would like to override the value calculated by W2 Mate.
Do not change this box unless you have to.
Box 15 State
IL
Do not change this box unless you have to. Enter an "X" if the W-2 Forms being submitted with this W-3 Form contain tax information from more than one state .
OK
Cancel
15 State
Employer's state ID number
IL
123456
Contact person
Sampler Sample
E-mail address
sample@mail.com
16 State wages, tips, etc.
17 State income tax
18 Loca
Telep number
(521) 487-5974
Fax number
Click > OK
8


Print
Printer
Name:
Send To OneNote 2010
Properties...
Status:
Ready
Type:
Send To Microsoft OneNote 2010 Driver
Where:
nul:
Comment:
Print to file
Print range
All
Pages
from:
to:
Selection
Copies
Number of copies:
1
Collate
OK
Cancel
9
Click > Ok

Congratulations. You know how to print form W3 in W2 Mate!

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1-800-507-1992