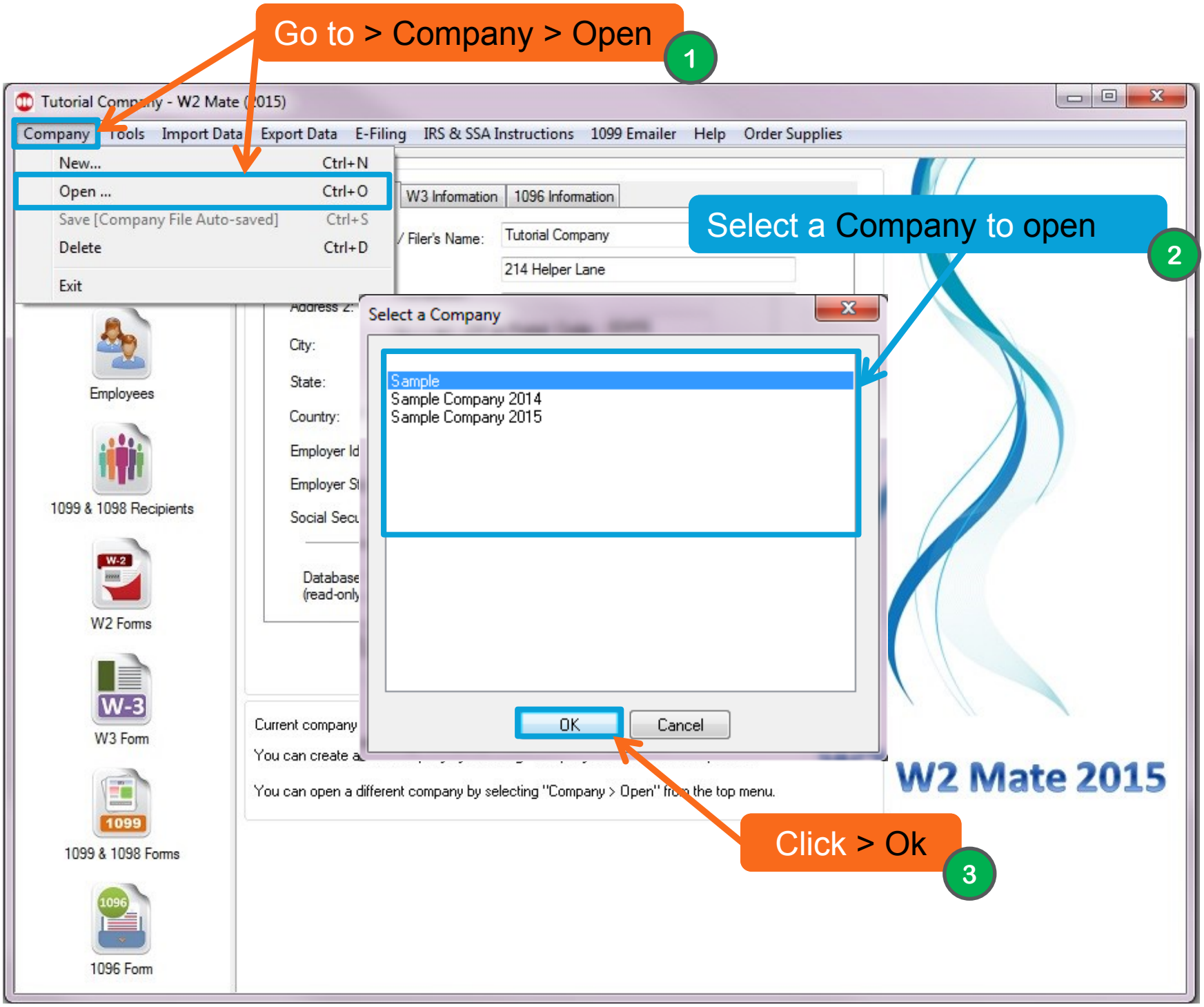
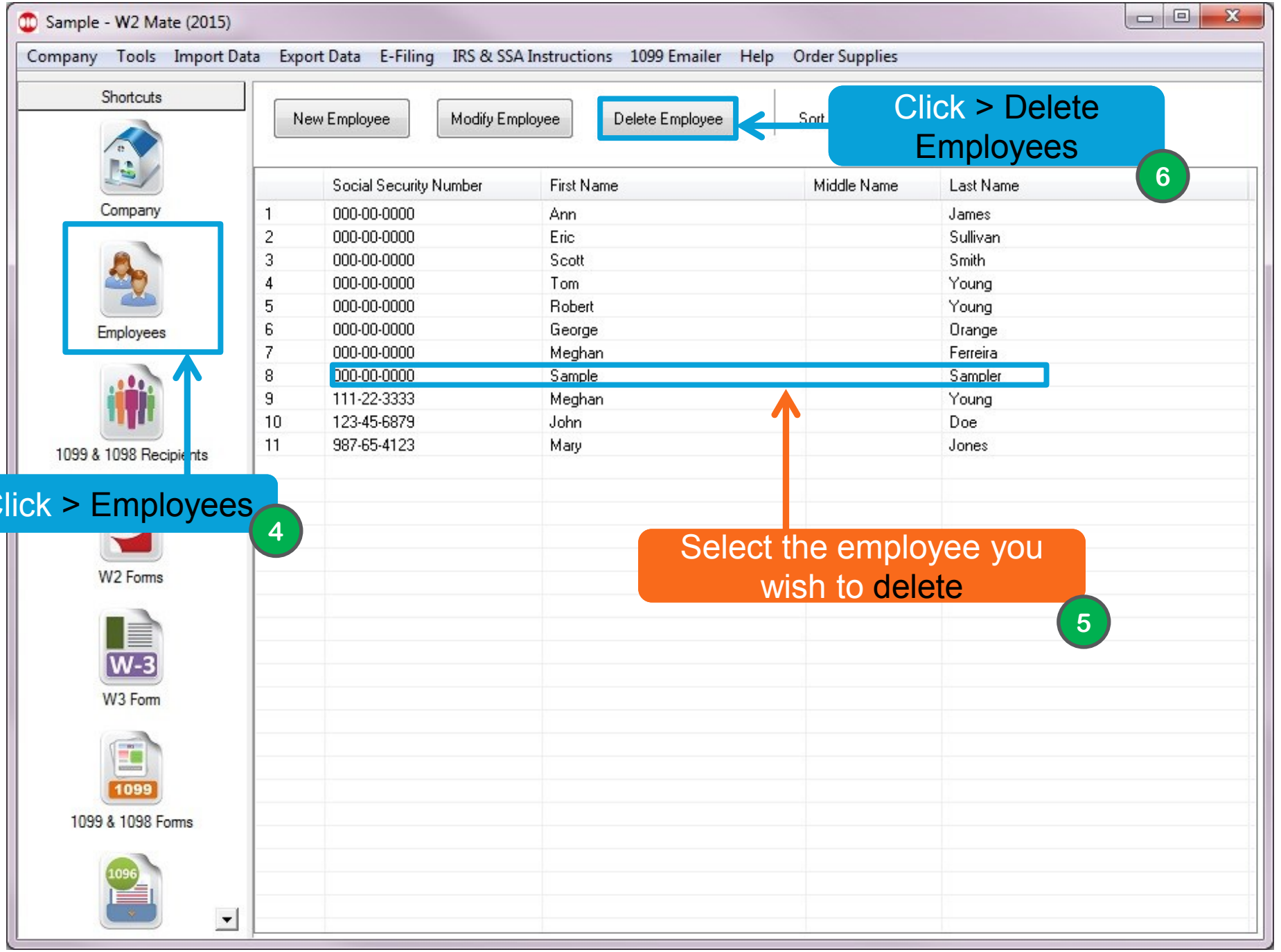
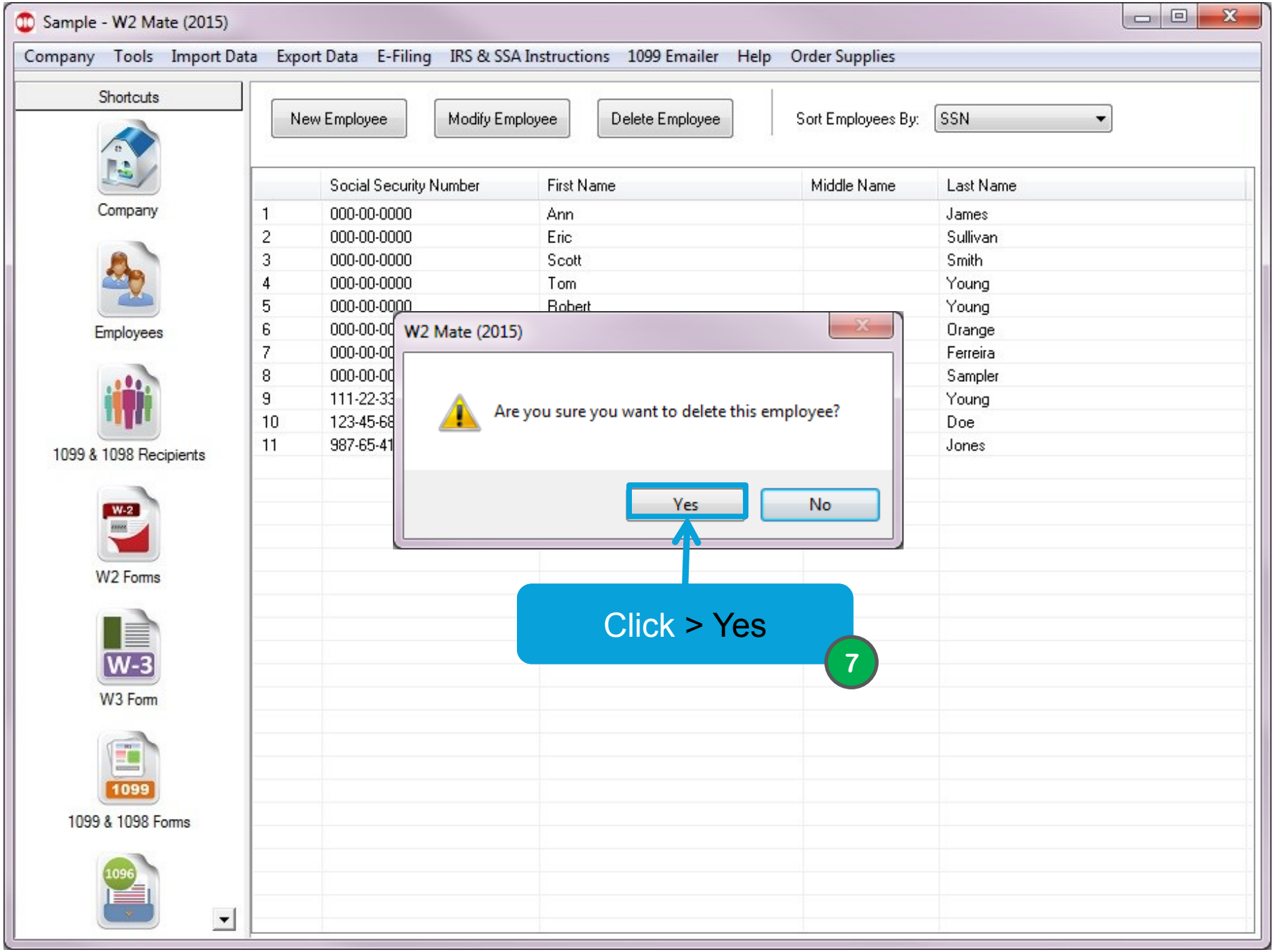
How to Delete Employees in W2 Mate®

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 Forms
W3 Form
1099 & 1098 Forms
New Employee
Modify Employee
Delete Employee
Sort
Social Security Number
First Name
Middle Name
Last Name
1 000-00-0000 Ann James
2 000-00-0000 Eric Sullivan
3 000-00-0000 Scott Smith
4 000-00-0000 Tom Young
5 000-00-0000 Robert Young
6 000-00-0000 George Orange
7 000-00-0000 Meghan Ferreira
8 000-00-0000 Sample Sampler
9 111-22-3333 Meghan Young
10 123-45-6879 John Doe
11 987-65-4123 Mary Jones
Click > Delete Employees
6
Click > Employees
4
Select the employee you wish to delete
5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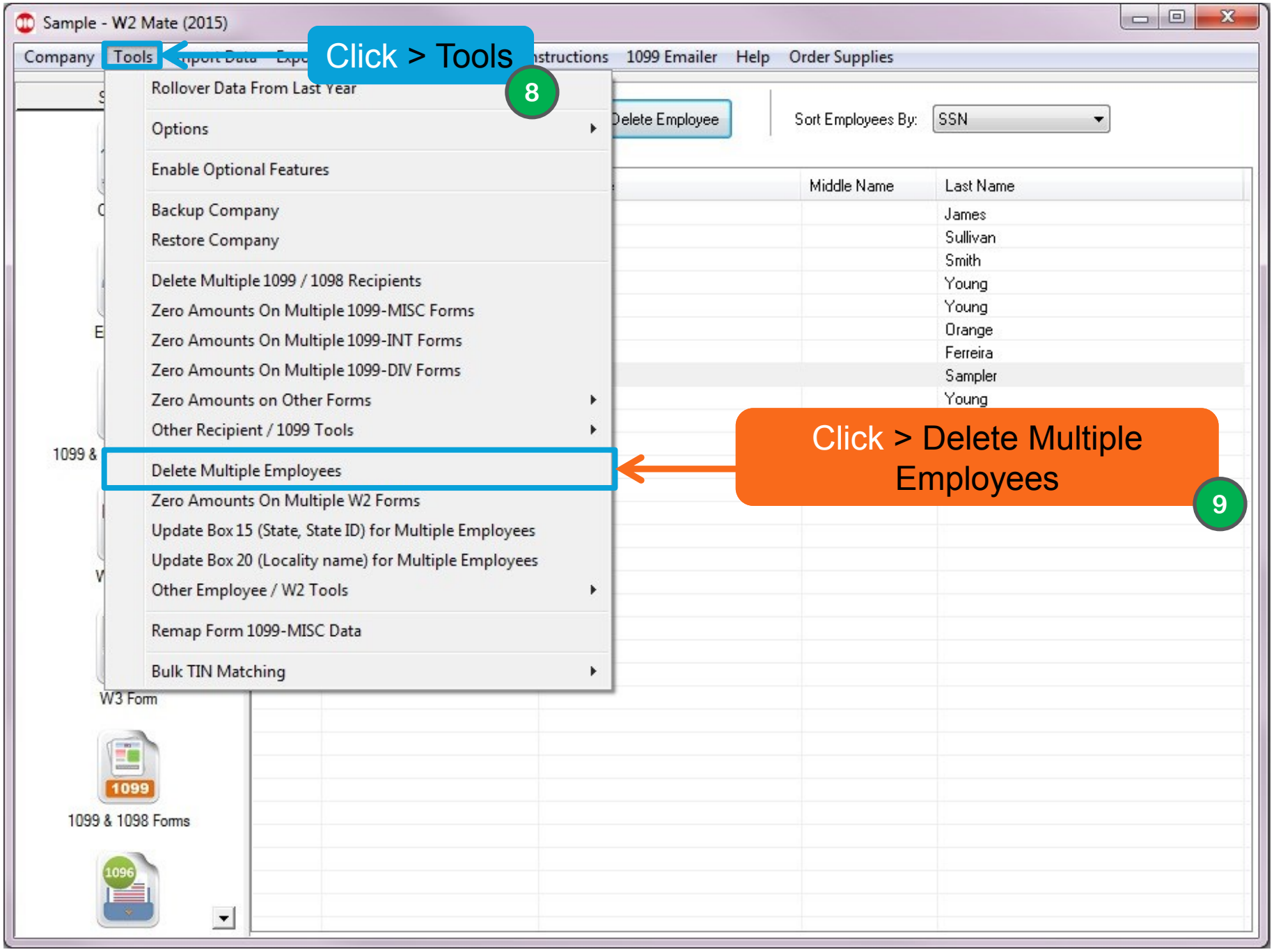
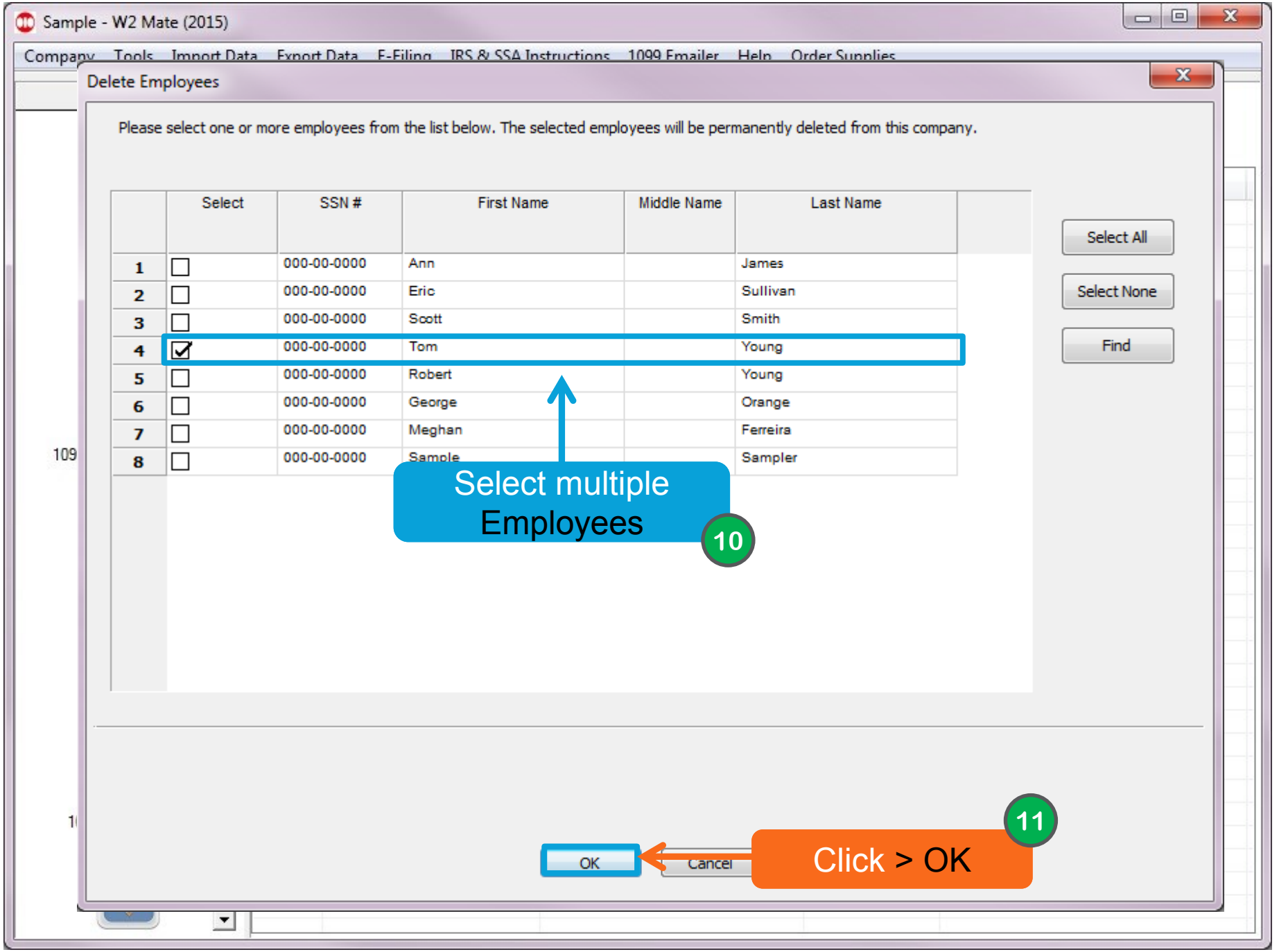
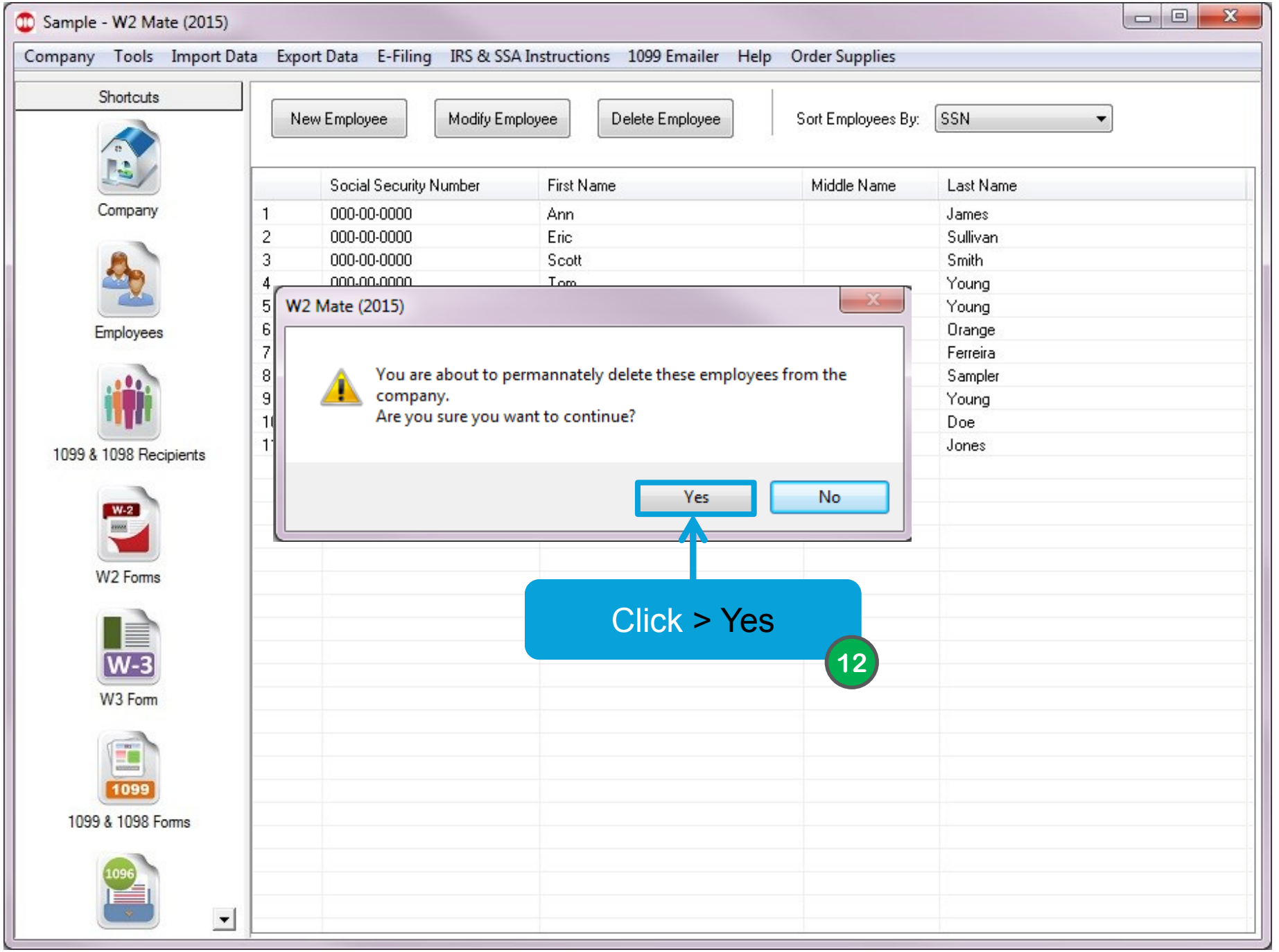
Shortcuts
Company
Employees
1099 & 1098 Recipients
W2 Forms
W3 Form
1099 & 1098 Forms
New Employee
Modify Employee
Delete Employee
Sort Employees By:
SSN
Social Security Number
First Name
Middle Name
Last Name
1 000-00-0000 Ann James
2 000-00-0000 Eric Sullivan
3 000-00-0000 Scott Smith
4 000-00-0000 Tom Young
5 000-00-0000 Robert Young
6 000-00-00 Orange
7 000-00-00 Ferreira
8 000-00-00 Sampler
9 111-22-33 Young
10 123-45-68 Doe
11 987-65-41 Jones
W2 Mate (2015)
Are you sure you want to delete this employee?
Yes
No
Click > Yes
7

If you want to delete multiple employees at one time, please continue following this tutorial.


Sample - W2 Mate (2015)
Company
Tools
1099 Emailer
Help
Order Supplies
Click > Tools
8
Rollover Data From Last Year
Options
Enable Optional Features
Backup Company
Restore Company
Delete Multiple 1099 / 1098 Recipients
Zero Amounts On Multiple 1099-MISC Forms
Zero Amounts On Multiple 1099-INT Forms
Zero Amounts On Multiple 1099-DIV Forms
Zero Amounts on Other Forms
Other Recipient / 1099 Tools
Delete Multiple Employees
Zero Amounts On Multiple W2 Forms
Update Box 15 (State, State ID) for Multiple Employees
Update Box 20 (Locality name) for Multiple Employees
Other Employee / W2 Tools
Remap Form 1099-MISC Data
Bulk TIN Matching
Delete Employee
Sort Employees By:
SSN
Middle Name
Last Name
James
Sullivan
Smith
Young
Young
Orange
Ferreira
Sampler
Young
Click > Delete Multiple Employees
9
1099 &
W3 Form
1099
1099 & 1098 Forms
1096


Sample - W2 Mate (2015)
Company Tools Import Data Export Data E-Filing IRS & SSA Instructions 1099 Emailer Help Order Supplies
Delete Employees
Please select one or more employees from the list below. The selected employees will be permanently deleted from this company.
Select
SSN #
First Name
Middle Name
Last Name
1 000-00-0000 Ann James
2 000-00-0000 Eric Sullivan
3 000-00-0000 Scott Smith
4 000-00-0000 Tom Young
5 000-00-0000 Robert Young
6 000-00-0000 George Orange
7 000-00-0000 Meghan Ferreira
8 000-00-0000 Sample Sampler
Select All
Select None
Find
Select multiple Employees
10
OK
Cancel
Click > OK
11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2 000-00-0000 Eric Sullivan
3 000-00-0000 Scott Smith
4 Young
5 Young
6 Orange
7 Ferreira
8 Sampler
9 Young
10 Doe
11 Jones
W2 Mate (2015)
You are about to permannately delete these employees from the company.
Are you sure you want to continue?
Yes
No
Click > Yes
12

Congratulations. You know how to delete employees!

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