

How to Export Employee List in **W2 Mate**[®]



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

www.W2Mate.com

Go to > Company > Open

1

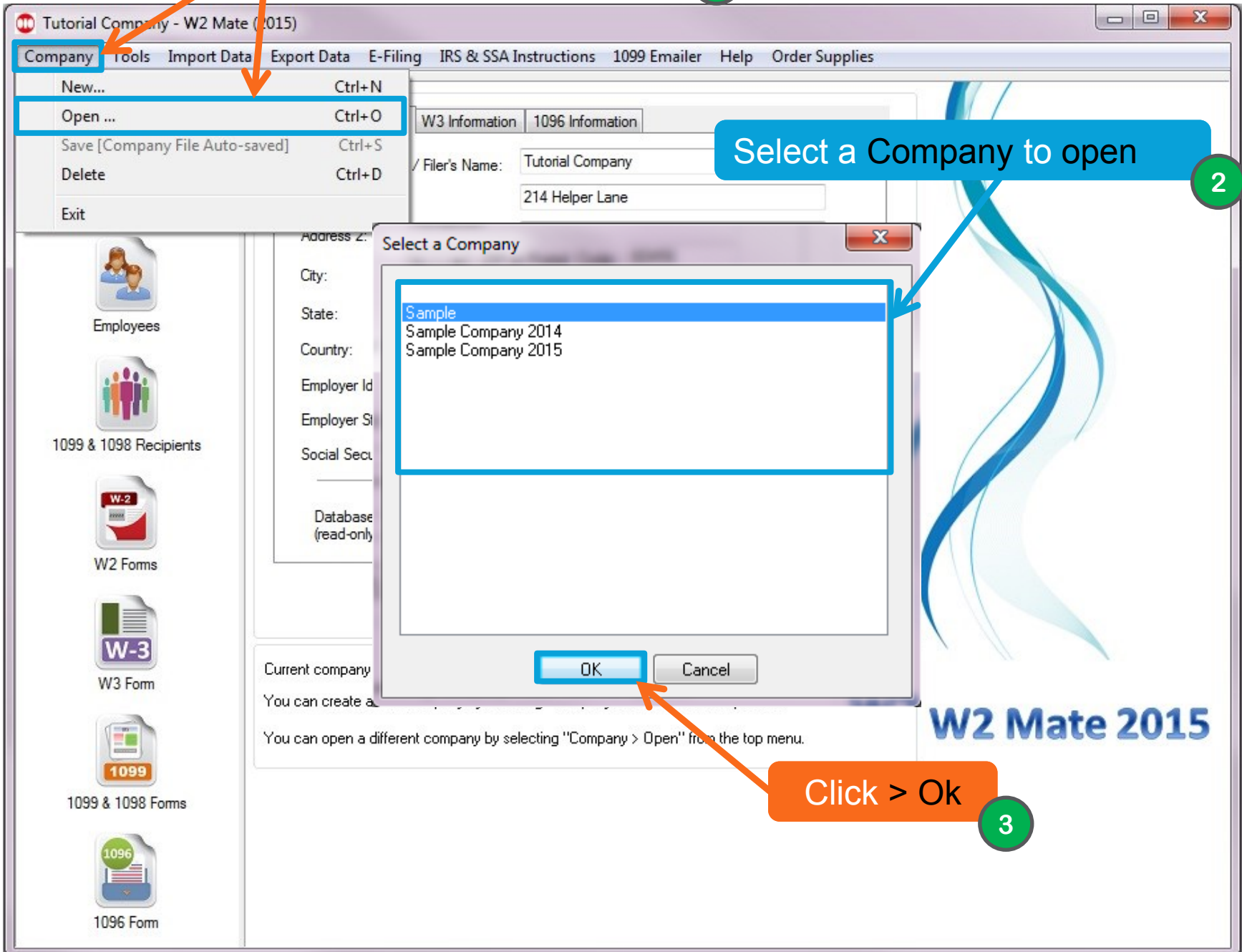
Select a Company to open

2

OK

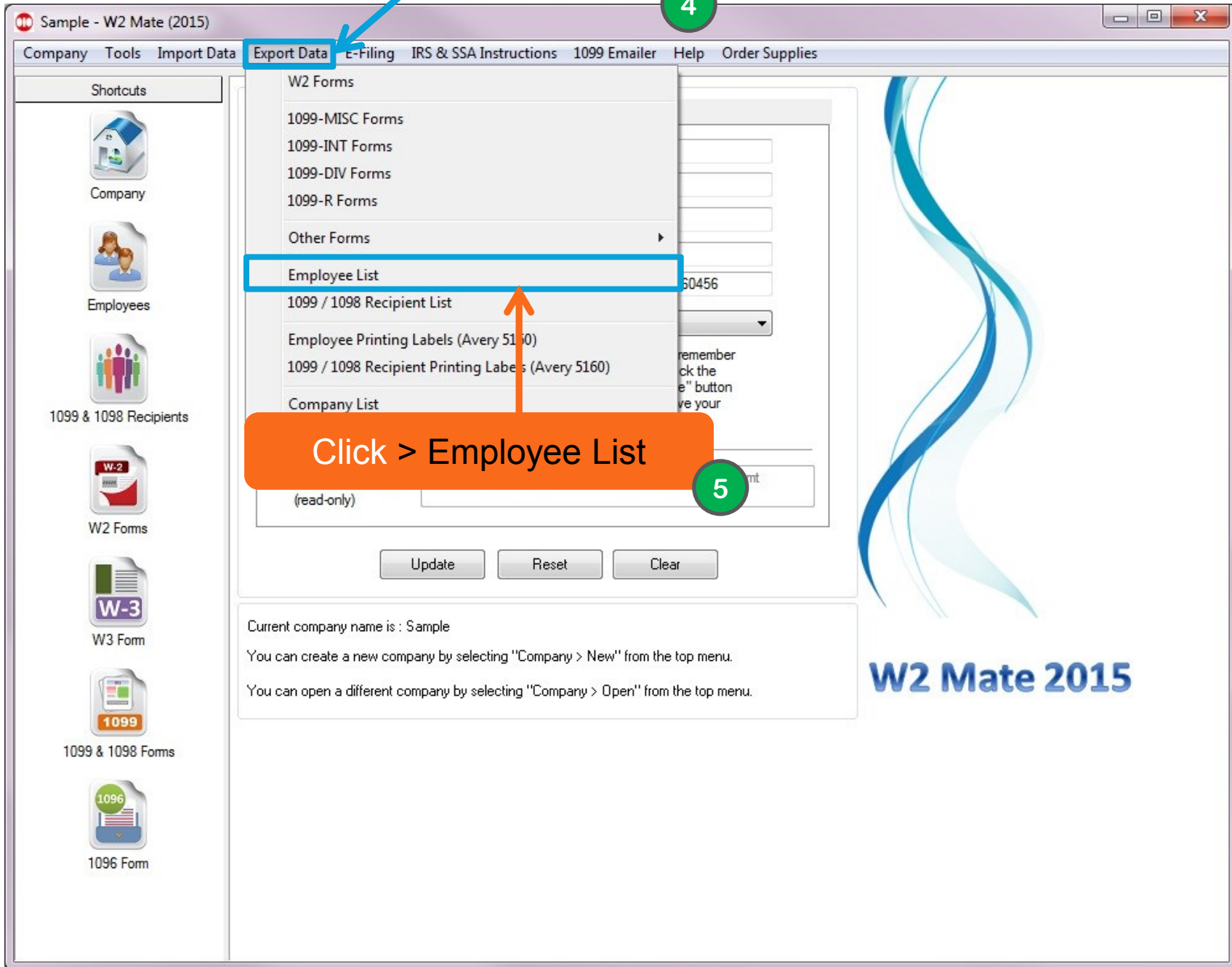
Click > Ok

3



Click > Export Data

4



Click > Employee List

5

W2 Mate 2015

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
Address 1: 123 Main St
Address 2:
City:

6 Select your location

7 Name your file

8 Click > Save

Congratulations. You know how to
export an employee list!



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1-800-507-1992