

How to Export W2 Data in **W2 Mate**[®]



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

www.W2Mate.com

Go to > Company > Open

1

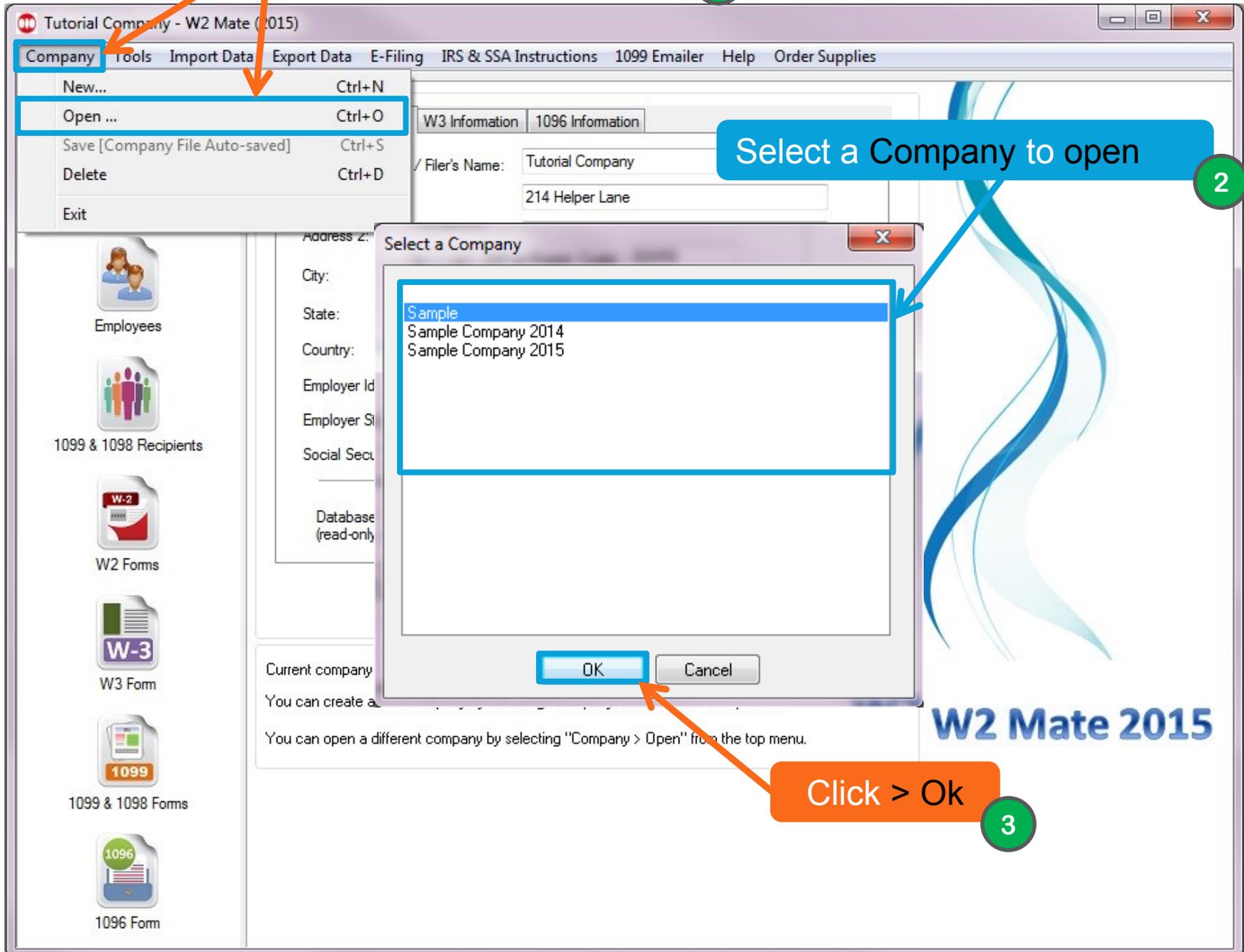
Select a Company to open

2

OK

Click > Ok

3

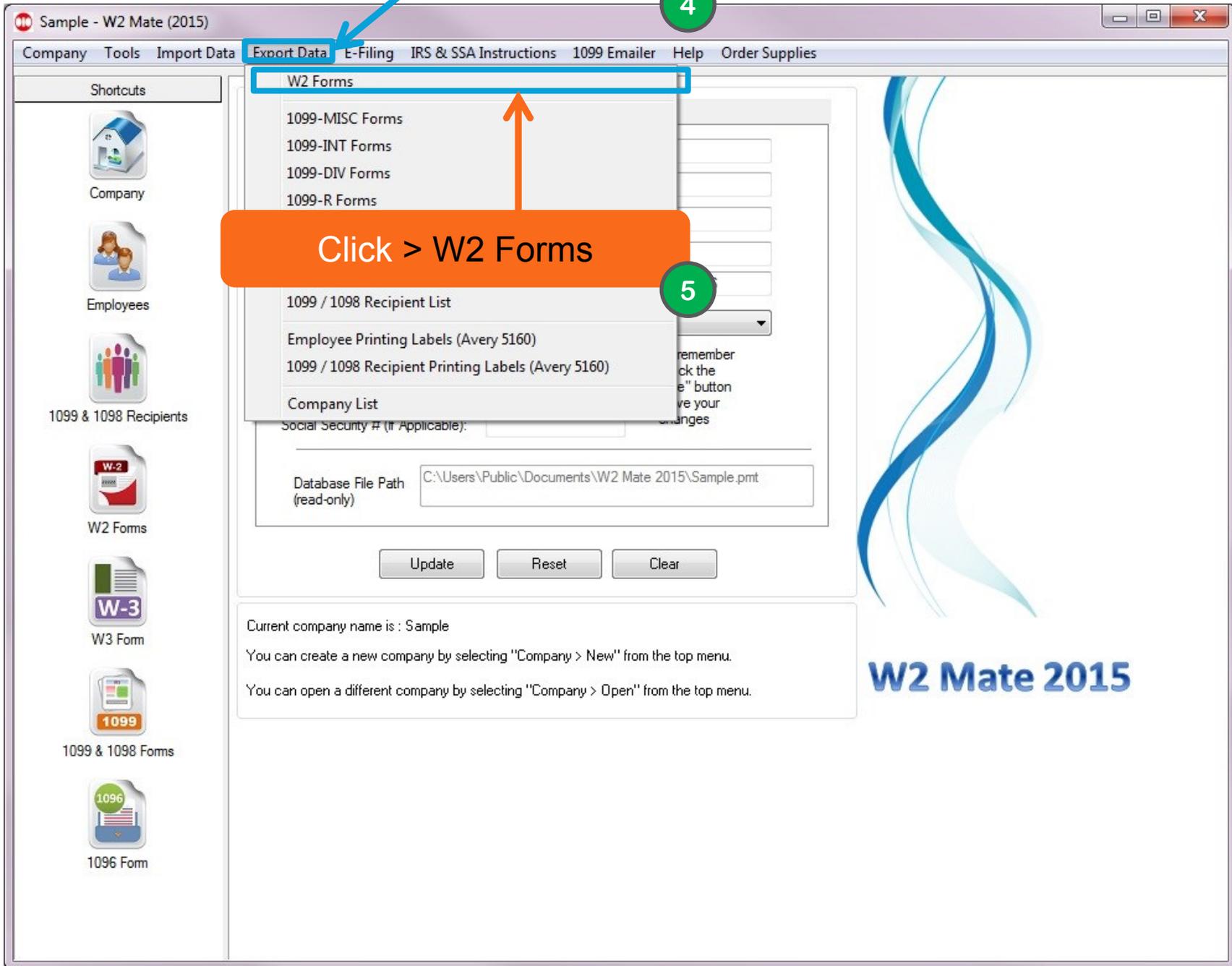


Click > Export Data

4

Click > W2 Forms

5



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:
State:
Country:
Employer Id:
Employer Sta:
Social Secu:
Database (read-only)

W2 Mate (2015)

REMINDER:
This feature exports W2 forms to Excel.
DO NOT send this file to the Social Security Administration or the state.
This is NOT an electronic submission file.
To e-File select "E-Filing > W2 Forms" from the top Menu.

Update Reset Clear

Current company name is : 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

Click > OK

6

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:

Select your Location 7

Desktop 8

Name your file

File name:
Save as type: Microsoft Rich Text Format (*.rtf)

Save Cancel

Click > Save 9

Mate 2015

The image shows a screenshot of the W2 Mate 2015 software interface. The main window has a menu bar with options like 'Company', 'Tools', 'Import Data', 'Export Data', 'E-Filing', 'IRS & SSA Instructions', '1099 Emailer', 'Help', and 'Order Supplies'. On the left, there's a 'Shortcuts' panel with icons for 'Company', 'Employees', '1099 & 1098 Recipients', 'W2 Forms', 'W3 Form', '1099 & 1098 Forms', and '1096 Form'. The main area displays 'General Information' with fields for 'Employer's Name / Filer's Name' (Sample), 'Address 1' (123 Main St), 'Address 2', and 'City'. A file save dialog is overlaid on top. An orange callout box with '7' points to the 'Desktop' folder in the dialog. A blue callout box with '8' points to the 'File name' input field. Another orange callout box with '9' points to the 'Save' button. The text 'Name your file' is written in the 'File name' field. The text 'Click > Save' is written below the 'Save' button. The background of the software has a blue wave graphic and the text 'Mate 2015'.

Congratulations. You know how to
export W2 data!



www.W2Mate.com

1-800-507-1992