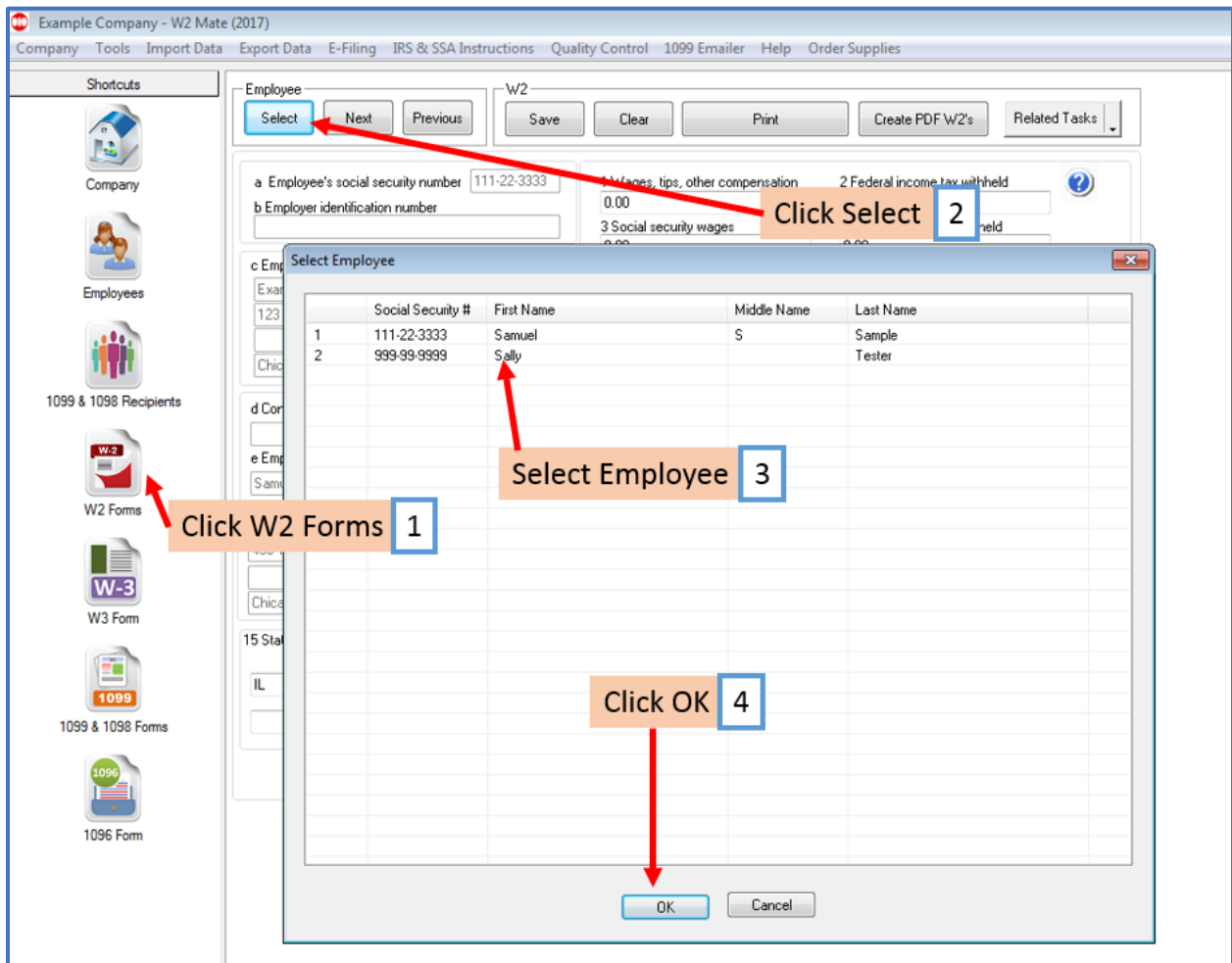


How to Clear W2 Data in W2 Mate

Make sure you have the correct Company open inside W2 Mate

1. Choose W2 Forms in shortcuts
2. Click Select
3. Select employee
4. Click OK



5. Confirm this is the correct employee

6. Click Clear

The screenshot shows the W2 Mate software interface for 'Example Company - W2 Mate (2017)'. The interface includes a top menu bar with options like 'Company', 'Tools', 'Import Data', 'Export Data', 'E-Filing', 'IRS & SSA Instructions', 'Quality Control', '1099 Emailer', 'Help', and 'Order Supplies'. On the left, there is a 'Shortcuts' sidebar with icons for 'Company', 'Employees', '1099 & 1098 Recipients', 'W2 Forms', 'W3 Form', '1099 & 1098 Forms', and '1096 Form'. The main area is titled 'Employee' and 'W2'. It contains several sections for data entry:

- Employee Selection:** A 'Select' button is highlighted with a blue box and the number '5'. A red arrow points to the 'Confirm employee' text in the 'c' section.
- Form Fields:** Fields for social security number (999-99-9999), employer identification number, name, address, and ZIP code are present. A red arrow points to the 'Clear' button in the top right of the form area, which is also highlighted with a blue box and the number '6'.
- W2 Data Entry:** Fields for wages, taxes, and other compensation are shown. A table for box 12 is also visible.

Code	Amount
12a	0.00
12b	0.00
12c	0.00
12d	0.00

15 State	Employer's state ID number	16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.	19 Local income tax	20 Locality name	Local Tax Type
IL		0.00	0.00	0.00	0.00		Other
		0.00	0.00	0.00	0.00		Other

7. Click Yes

The screenshot displays the W2 Mate (2017) software interface. The main window is titled "Example Company - W2 Mate (2017)" and contains a menu bar with options like "Company", "Tools", "Import Data", "Export Data", "E-Filing", "IRS & SSA Instructions", "Quality Control", "1099 Emitter", "Help", and "Order Supplies". A left sidebar lists shortcuts for "Company", "Employees", "1099 & 1098 Recipients", "W2 Forms", "W3 Form", "1099 & 1098 Forms", and "1096 Form". The main area is a form for entering W2 data, with sections for "Employee" (social security number, employer ID, name, address, control number, first name, address, state ID) and "W2" (wages, taxes, benefits, etc.). A modal dialog box titled "W2 Mate (2017)" is open, asking "Are you sure you want to clear the values of all fields?" with "Yes" and "No" buttons. A red arrow points from a callout box labeled "Click Yes 7" to the "Yes" button.