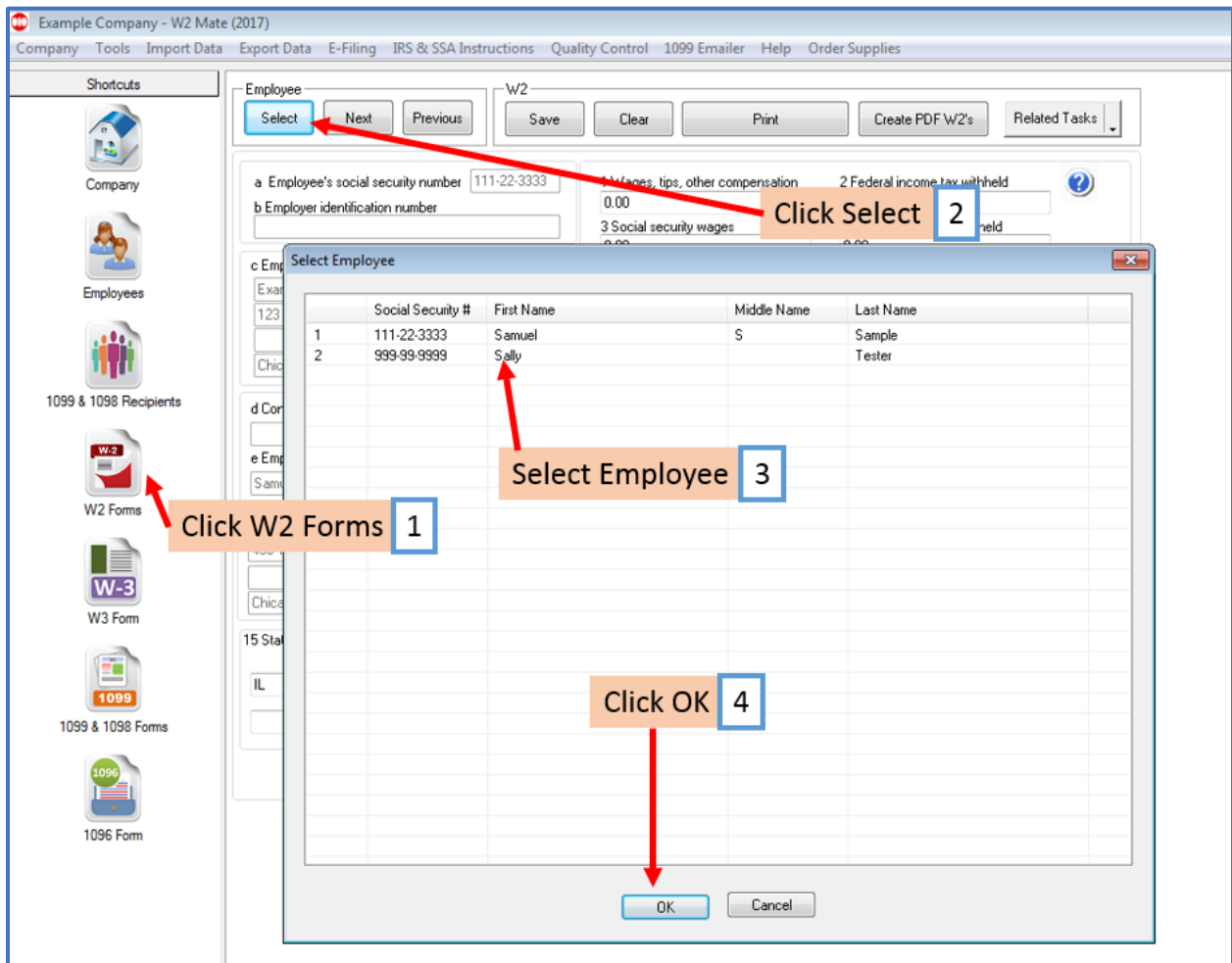# How to Clear W2 Data in W2 Mate

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

7. Click Yes