

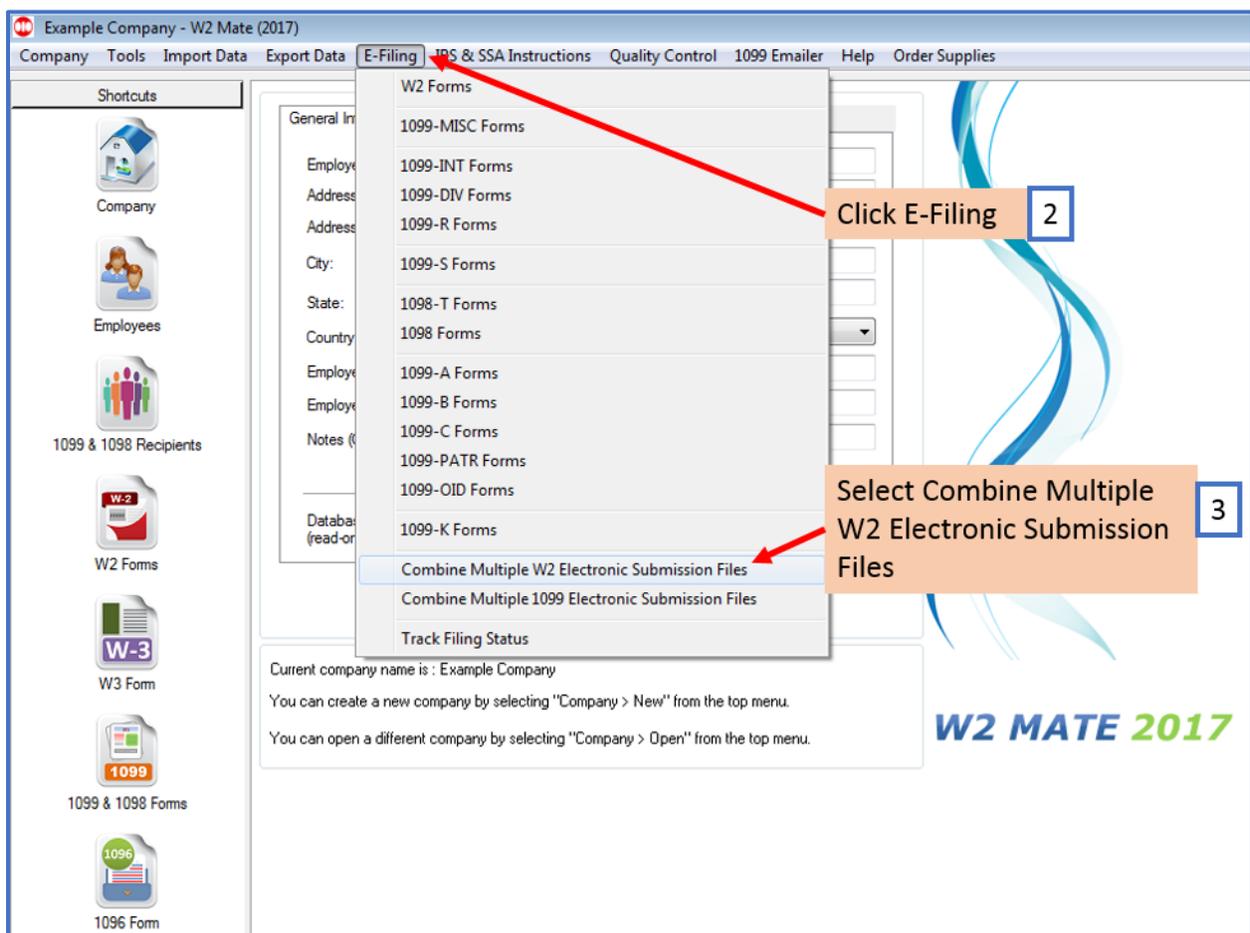
# How to Combine Multiple W2 Electronic Submission Files

1. Create a new master folder and save the W2 electronic filing submissions you created inside W2 Mate to this master folder

Note: You cannot combine files for the same company

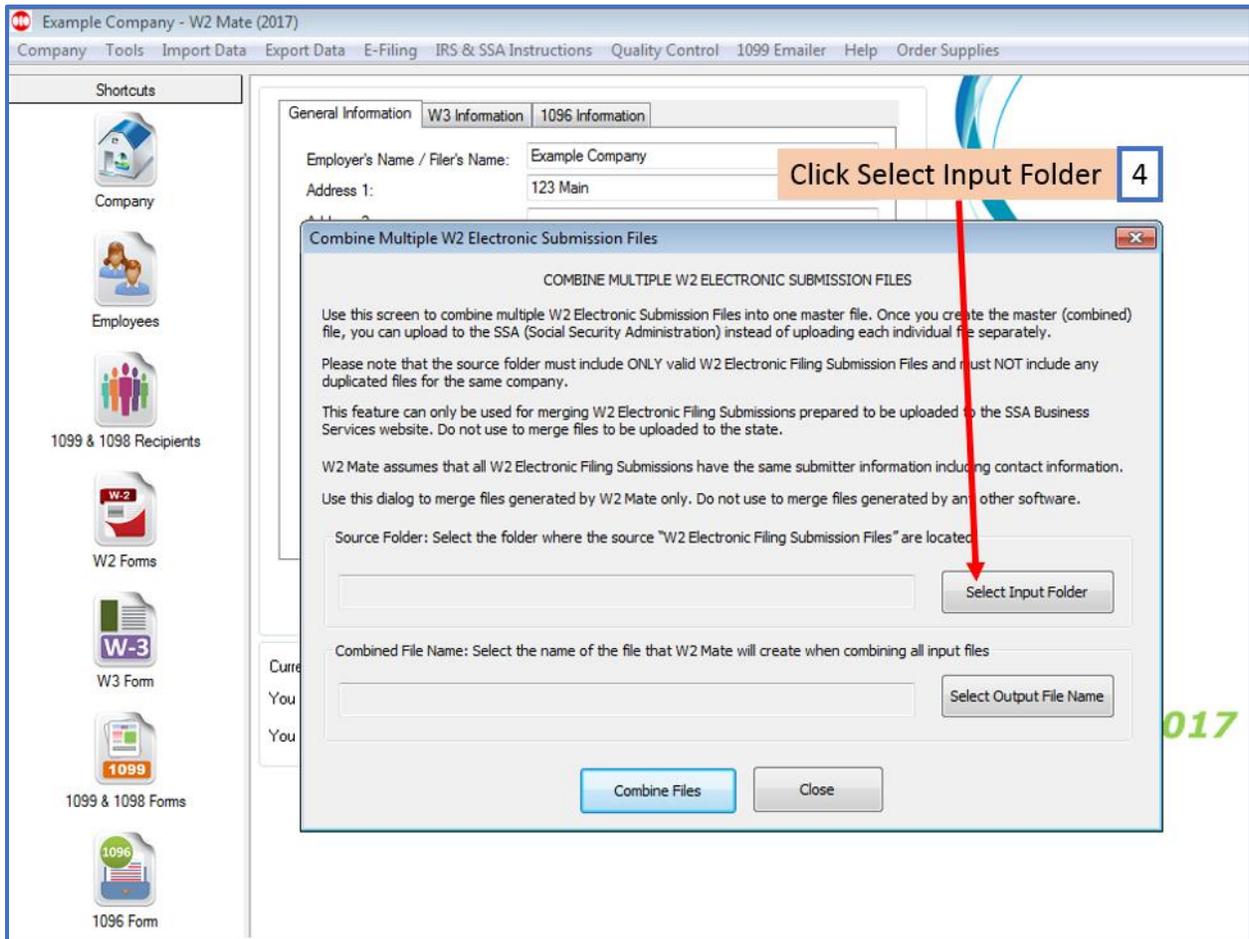
2. Click E-Filing

3. Select Combine Multiple W2 Electronic Submission Files



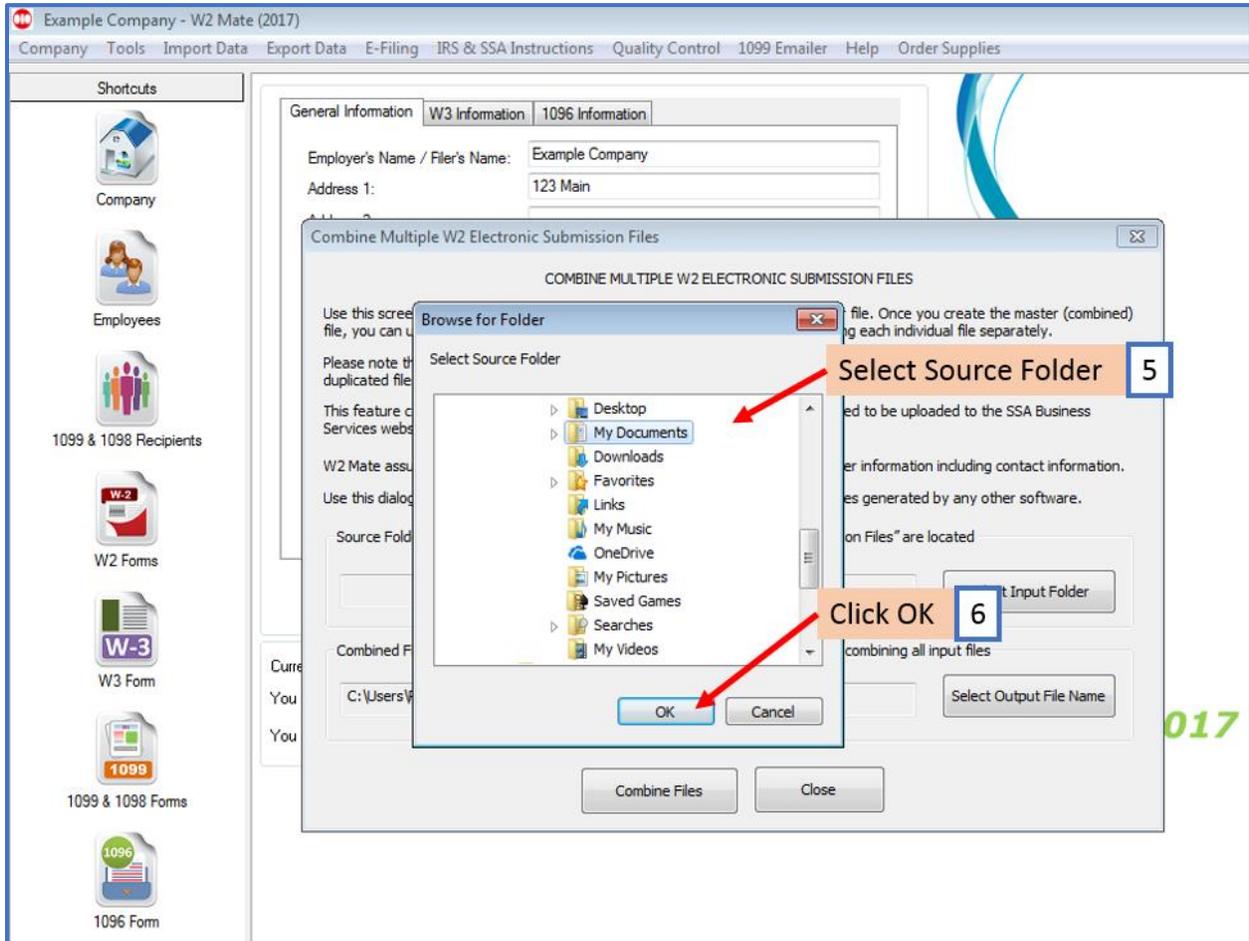
#### 4. Click Select Input Folder

Note: Input folder is the current folder that has all of the individual electronic submission files you created in step 1



5. Select Input (Source) Folder where W2 electronic submission files are saved

6. Click OK

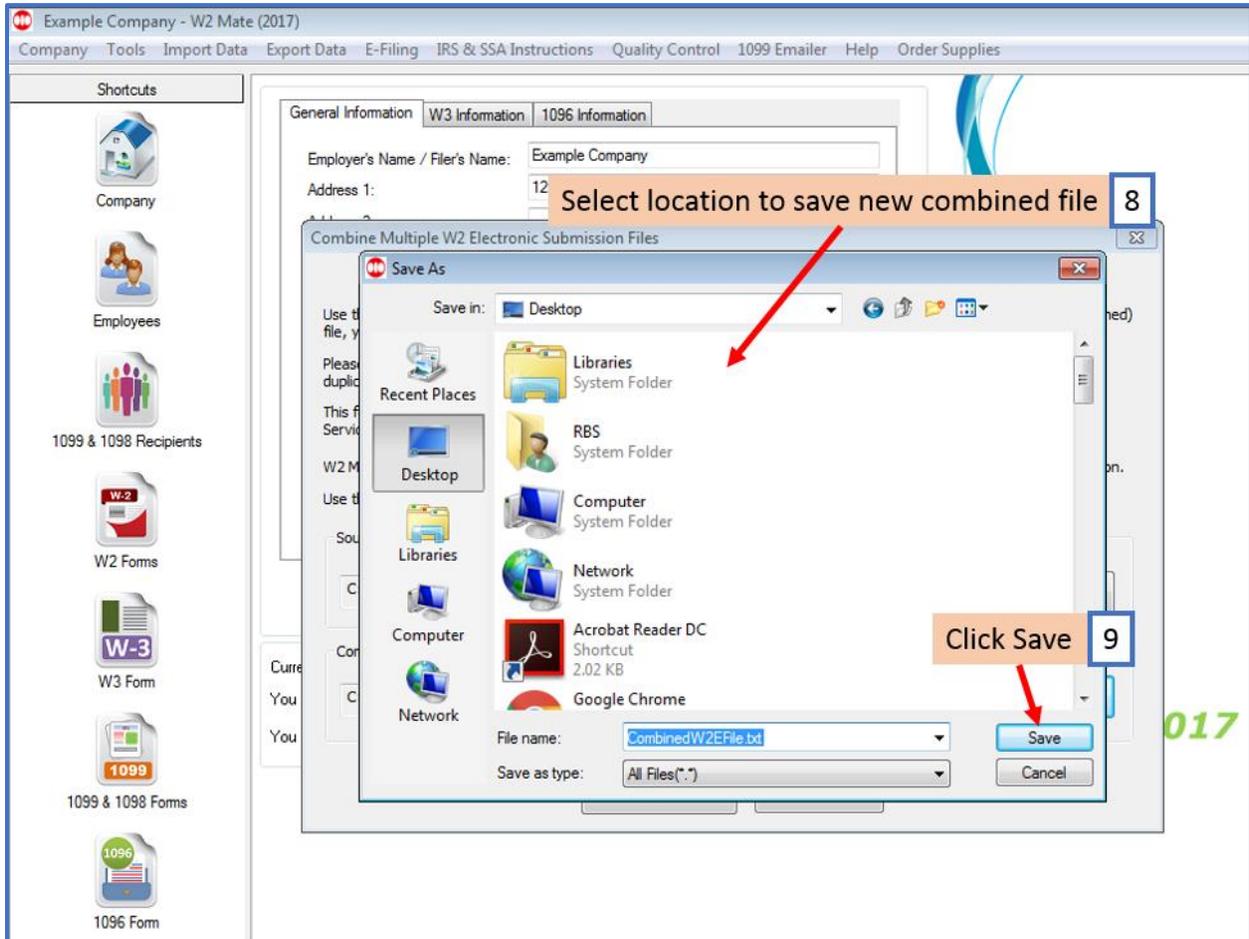


## 7. Click Select Output File Name

The screenshot displays the W2 Mate (2017) software interface. The main window has a menu bar with options: Company, Tools, Import Data, Export Data, E-Filing, IRS & SSA Instructions, Quality Control, 1099 Emailer, Help, and Order Supplies. A sidebar on the left contains shortcuts for Company, Employees, 1099 & 1098 Recipients, W2 Forms, W3 Form, 1099 & 1098 Forms, and 1096 Form. The main content area shows a form with tabs for General Information, W3 Information, and 1096 Information. The 'W3 Information' tab is active, showing fields for Employer's Name / Filer's Name (Example Company) and Address 1 (123 Main). A blue box with the number '7' is positioned over the 'Select Output File Name' button in the dialog box. A red arrow points from this button to the text 'Click Select Output File Name' in a blue box. The dialog box itself is titled 'Combine Multiple W2 Electronic Submission Files' and contains instructions on how to use the feature, including a note about source folders and a warning about merging files. It has two input fields: 'Source Folder' and 'Combined File Name', each with a corresponding 'Select' button. At the bottom of the dialog are 'Combine Files' and 'Close' buttons. The number '017' is visible in green text on the right side of the dialog box.

8. Select location to save the new combined file

9. Click Save



## 10. Click Combine Files

The screenshot displays the W2 Mate (2017) software interface. The main window has a menu bar with options: Company, Tools, Import Data, Export Data, E-Filing, IRS & SSA Instructions, Quality Control, 1099 Emailer, Help, and Order Supplies. A sidebar on the left lists shortcuts for Company, Employees, 1099 & 1098 Recipients, W2 Forms, W3 Form, 1099 & 1098 Forms, and 1096 Form. The main area shows a form with tabs for General Information, W3 Information, and 1096 Information. The 'General Information' tab is active, showing fields for Employer's Name / Filer's Name (Example Company) and Address 1 (123 Main). A callout box with the text 'Click Combine Files 10' and a red arrow points to the 'Combine Files' button in the 'Combine Multiple W2 Electronic Submission Files' dialog box. The dialog box contains the following text:

**COMBINE MULTIPLE W2 ELECTRONIC SUBMISSION FILES**

Use this screen to combine multiple W2 Electronic Submission Files into one master file. Once you create the master (combined) file, you can upload to the SSA (Social Security Administration) instead of uploading each individual file separately.

Please note that the source folder must include ONLY valid W2 Electronic Filing Submission Files and must NOT include any duplicated files for the same company.

This feature can only be used for merging W2 Electronic Filing Submissions prepared to be uploaded to the SSA Business Services website. Do not use to merge files to be uploaded to the state.

W2 Mate assumes that all W2 Electronic Filing Submissions have the same submitter information including contact information. Use this dialog to merge files generated by W2 Mate only. Do not use to merge files generated by any other software.

Source Folder: Select the folder where the source "W2 Electronic Filing Submission Files" are located

C:\Users\RBS\Documents

Combined File Name: Select the name of the file that W2 Mate will create when combining all input files

C:\Users\RBS\Desktop\CombinedW2EFile.txt

017

## 11. Click OK

