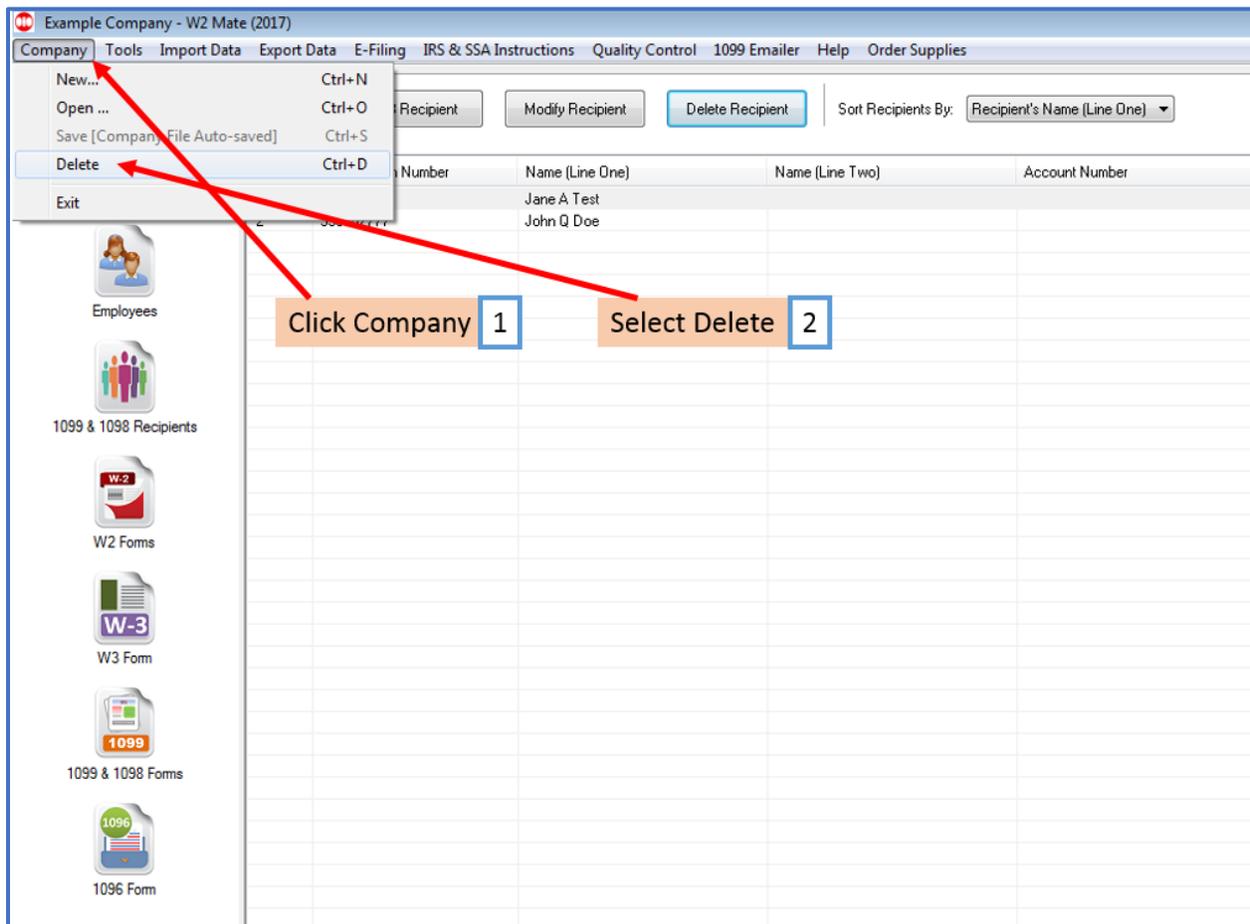


How to Delete a Company

Note: You cannot delete a company in which you currently have open

Make sure you are in a company you do not want to delete inside W2 Mate

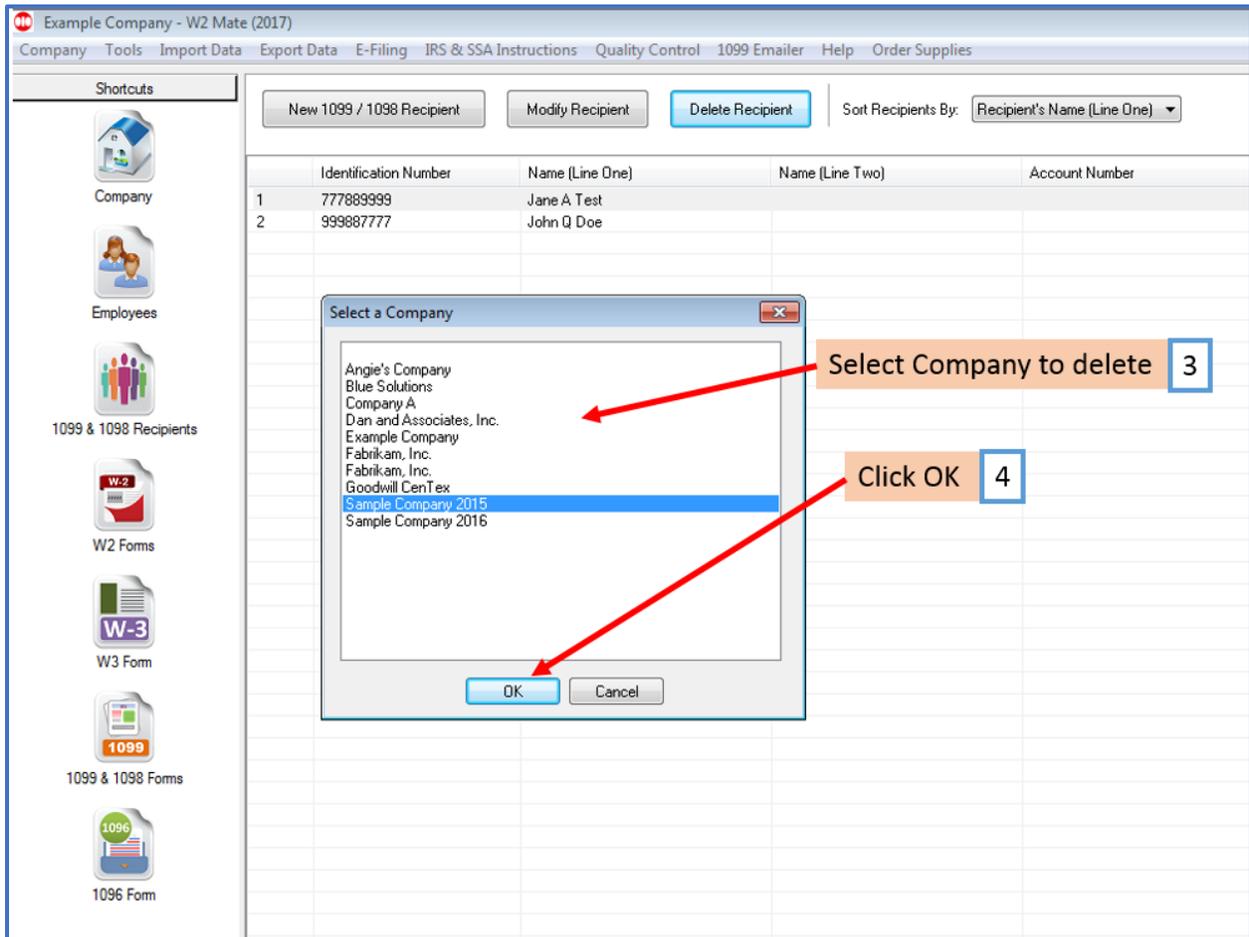
1. Click Company
2. Select Delete



3. Select the company you want to delete

Note: Companies can only be deleted one at a time

4. Click OK



5. Click Yes to delete

The screenshot shows 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. Below the menu bar is a 'Shortcuts' section with icons for Company, Employees, 1099 & 1098 Recipients, W2 Forms, W3 Form, 1099 & 1098 Forms, and 1096 Form. The main area contains a table with columns: Identification Number, Name (Line One), Name (Line Two), and Account Number. The table has two rows of data. A 'Delete Recipient' button is highlighted in blue. A confirmation dialog box titled 'W2 Mate (2017)' is open, asking 'Are you sure you want to delete this company?' with 'Yes' and 'No' buttons. A red arrow points to the 'Yes' button, and a callout box says 'Click Yes 5'.

	Identification Number	Name (Line One)	Name (Line Two)	Account Number
1	777889999	Jane A Test		
2	999887777	John Q Doe		