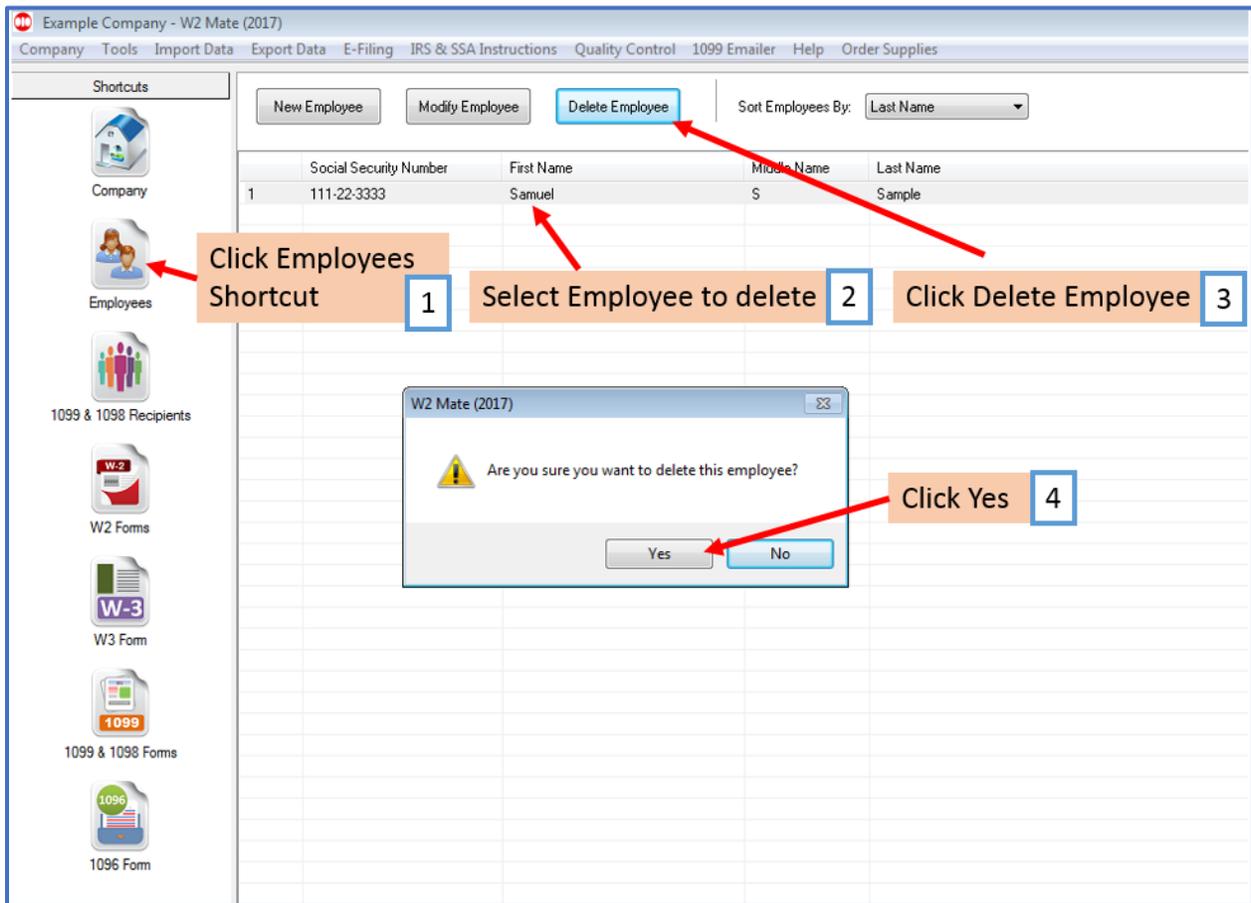


How to Delete Employees

Make sure you have the correct Company open inside W2 Mate

Single Employee

1. Click Employees from Shortcuts Menu
2. Select Employee to delete from the list
3. Click Delete Employee
4. Click Yes at the prompt



Multiple Employees

1. Click Tools

2. Select Delete Multiple Employees

The screenshot shows the W2 Mate software interface for 'Example Company - W2 Mate (2017)'. The 'Tools' menu is open, and the 'Delete Multiple Employees' option is highlighted. A red arrow points from the 'Tools' menu item to the 'Delete Multiple Employees' option. Another red arrow points from the 'Delete Multiple Employees' option to a callout box labeled '2'. A third red arrow points from the 'Tools' menu to a callout box labeled '1'. The interface also shows a 'Delete Employee' button and a table with columns for 'Middle Name' and 'Last Name'.

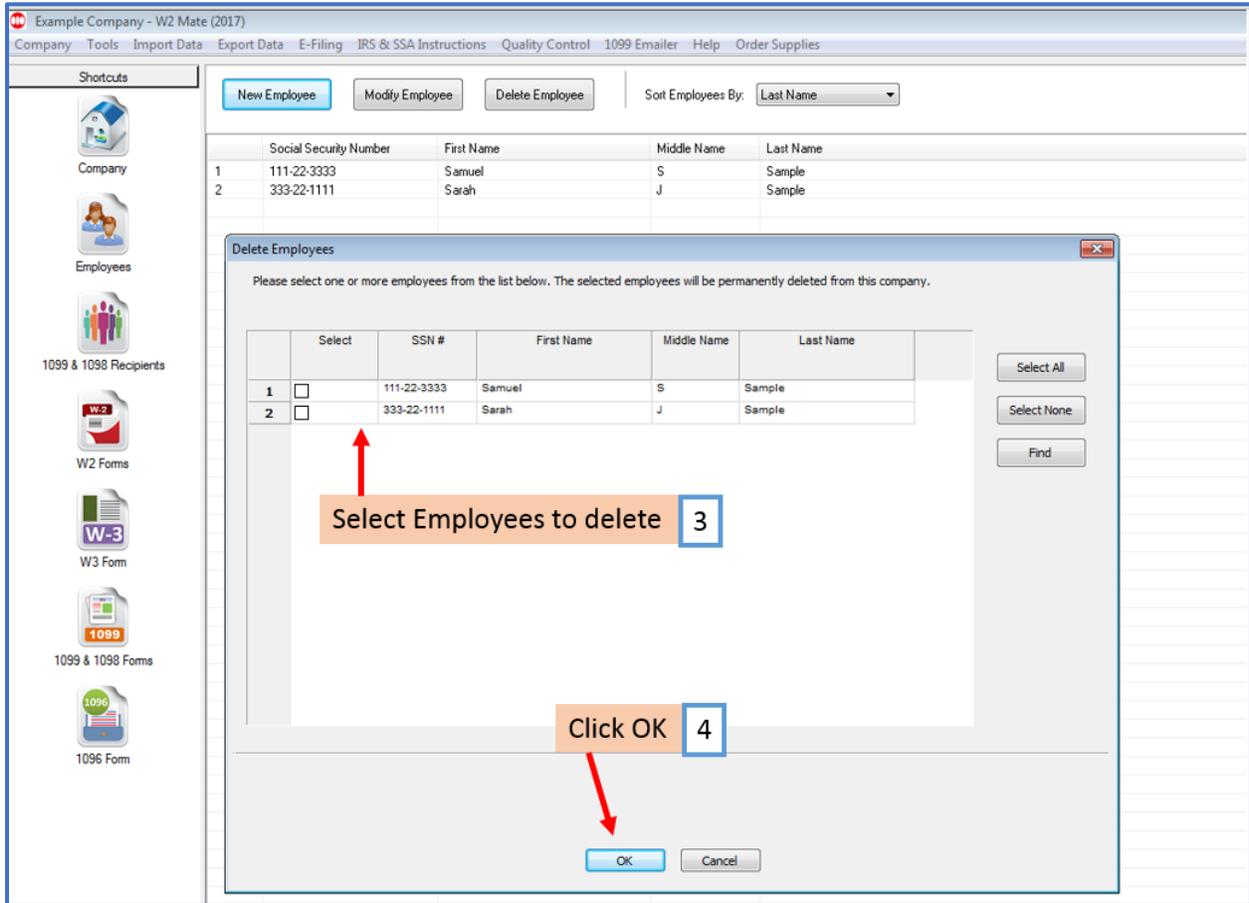
Middle Name	Last Name
S	Sample
J	Sample

1099 & 1098 Forms

1096 Form

3. Select Employees to be deleted (Use Select All, Select None or Find as needed)

4. Click OK



5. Click Yes at the prompt

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 E-mailer, Help, and Order Supplies. Below the menu bar is a toolbar with buttons for 'New Employee', 'Modify Employee', and 'Delete Employee'. A dropdown menu for 'Sort Employees By:' is set to 'Last Name'. The main area contains a table with the following data:

	Social Security Number	First Name	Middle Name	Last Name
1	111-22-3333	Samuel	S	Sample
2	333-22-1111	Sarah	J	Sample

A confirmation dialog box titled 'W2 Mate (2017)' is displayed in the center. It contains a warning icon and the text: 'You are about to permanently delete these employees from the company. Are you sure you want to continue?'. Below the text are two buttons: 'Yes' and 'No'. A red arrow points from a callout box below to the 'Yes' button. The callout box contains the text 'Click Yes' and a blue square containing the number '5'.