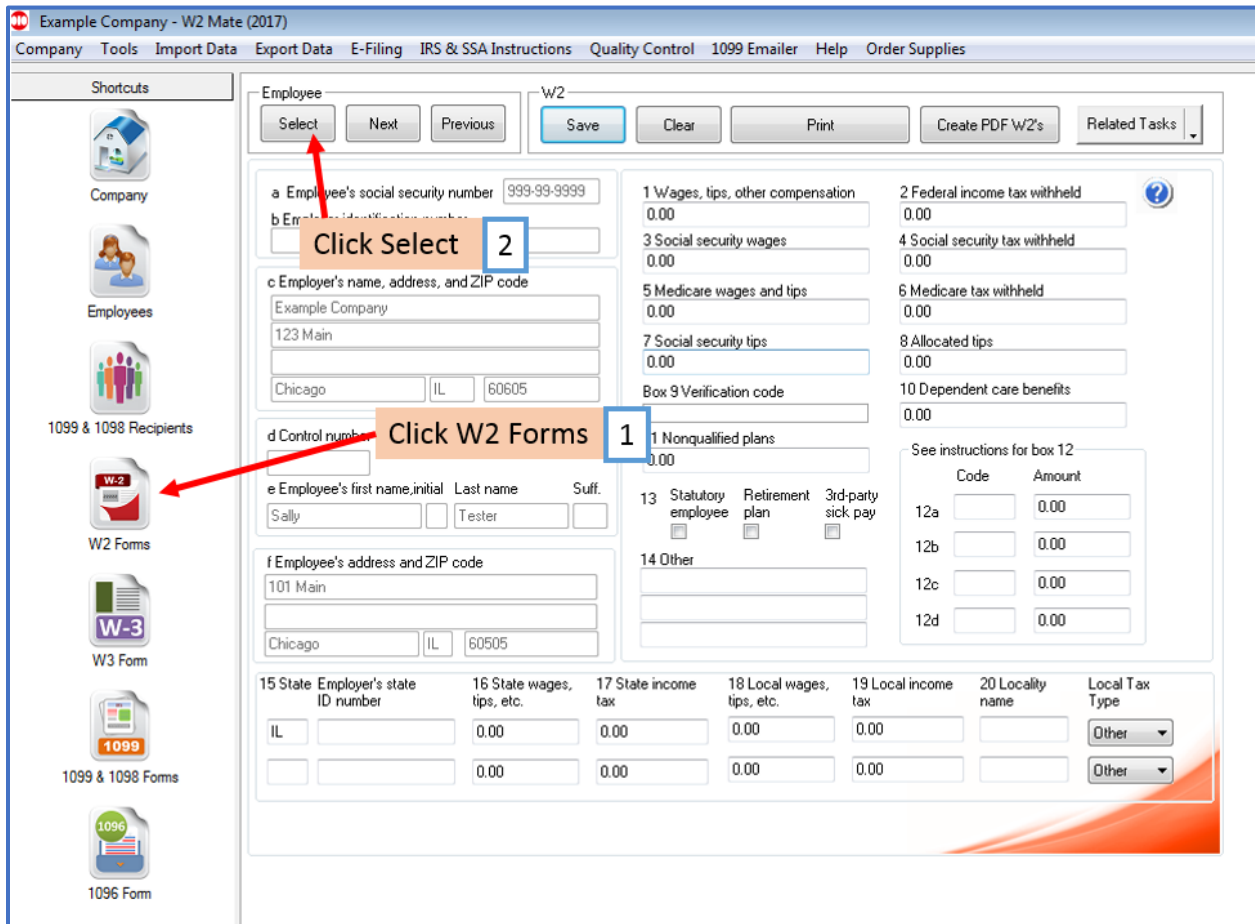


How to Edit and Save Data on W2 Forms

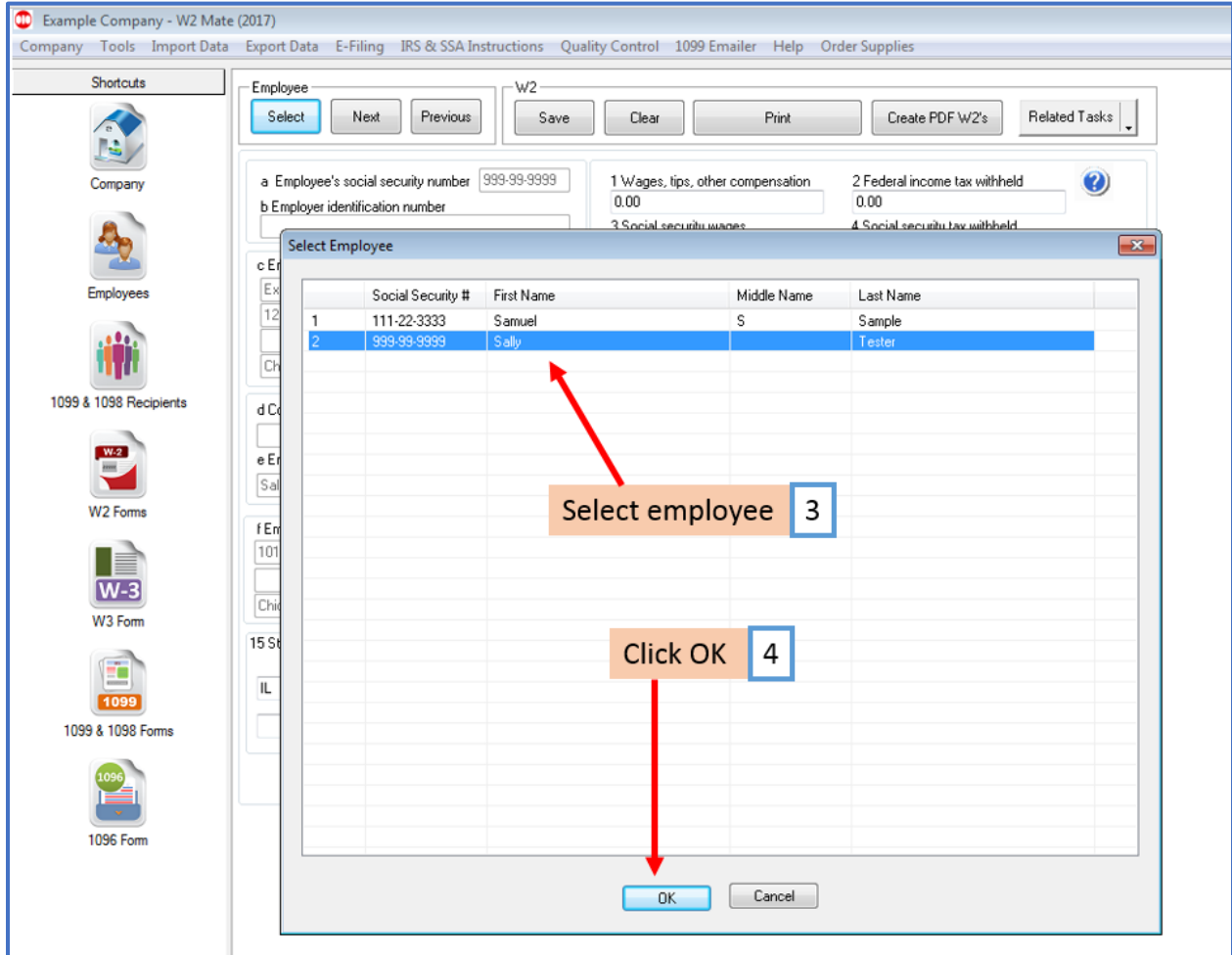
Make sure you have the correct Company open inside W2 Mate

1. Click W2 Forms in Shortcuts
2. Click Select



3. Select Employee

4. Click OK



5. Edit data as needed

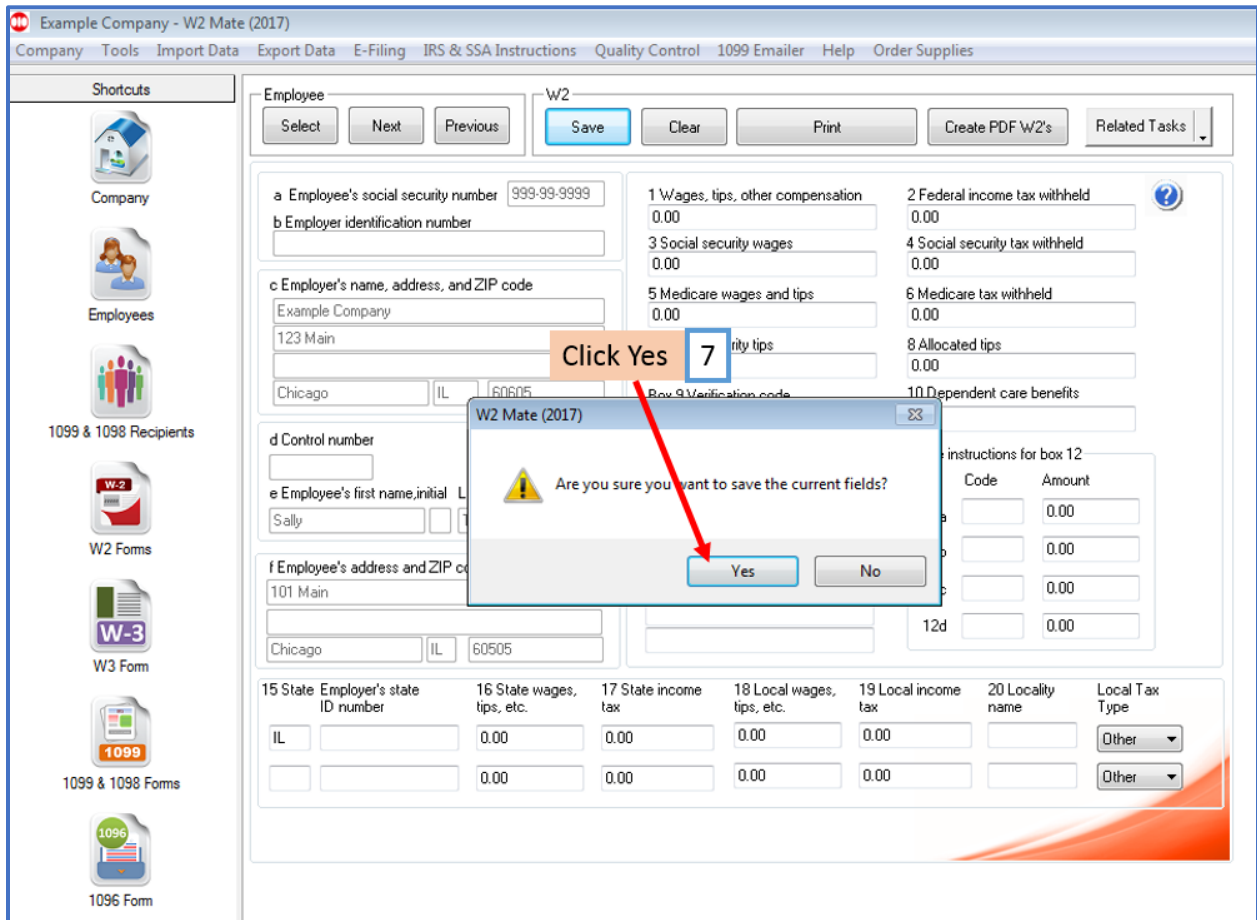
6. Click Save

The screenshot shows the W2 Mate software interface for 'Example Company - W2 Mate (2017)'. The interface includes a menu bar with options like 'Company', 'Tools', 'Import Data', 'Export Data', 'E-Filing', 'IRS & SSA Instructions', 'Quality Control', '1099 Emailer', 'Help', and 'Order Supplies'. A left sidebar contains shortcuts for 'Company', 'Employees', '1099 & 1098 Recipients', 'W2 Forms', 'W3 Form', '1099 & 1098 Forms', and '1096 Form'. The main area is divided into 'Employee' and 'W2' sections. The 'Employee' section contains fields for social security number, employer identification number, name, address, and control number. The 'W2' section contains fields for wages, taxes, and other compensation. A red box highlights the form fields, and a red arrow points from the 'Save' button to the highlighted area. Two callout boxes at the bottom indicate 'Edit data 5' and 'Click Save 6'.

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

15 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 to save the new data in the W2



The edited data will be saved in the form