How to Enter a Foreign Company Address

- 1. Click Company from Shortcuts menu
- 2. Go to the General Information tab
- 3. Confirm this is the correct Company Name/Employer Name to update
- 4. Enter Company street address in Address 1 field Enter Company City, State, Zip Code in Address 2 field

Note: Leave the City field Blank, Leave State field Blank, Leave ZIP or Postal Code Blank

- 5. Select Country from drop down menu
- 6. Click Update

Foreign Company - W2 Mate	(2017)
Company Tools Import Data	Click Company 1 struc General Information tab 2 upplies
Shortcuts	
	General Information 1096 Information
	Employer's Name / Filer's Name: Foreign Company Company Name 3
Company	Address 1: 123 Wild Lane
	Address 2: Quebec, QBC 12345 Company Address 4
<u>A</u>	City:
	State: ZIP or Postal Code: Select Country 5
Employees	Country:
	Employer Identification Number: SSN (If Applicable):
170	Employer State ID (if Applicable):
1099 & 1098 Recipients	Notes (Optional Free form Field):
	Please click the "Update" button to save any changes Click Update 6
<u></u>	Database File Path C:\Users\Public\Documents\W2 Mate 2017/Bereign
W/2 Ferma	(read-only) Company.pmt
W2 Forms	
	Update Heset Llear
W-3	
W3 Form	Current company name is . Foreign Company
	W2 MATE 2017
	Tou can open a diretent company by selecting Company > Open from the top menu.
1099 & 1098 Forme	
199	
1096 Form	