## How to Export Company List

Make sure you have the correct Company open inside W2 Mate

- 1. Click Export Data
- 2. Select Company List

Example Company - W2 Mate ompany Tools Import Data	e (2017) Export Data Esciling IRS & SSA Instructions Quality Co	ontrol 1099 Emailer Help Order Supplies
Shortcuts Company	W2 Forms 1099-MISC Forms 1099-INT Forms 1099-DIV Forms 1099-R Forms Other Forms	Click Export Data 1 Select Company List 2
Employees	Employee List 1099 / 1098 Recipient List Employee Printing Labels (Avery 5160) 1099 / 1098 Recipient Bunting Labels (Avery 5160)	60605
1099 & 1098 Recipients	1099 MISC Pro Forma Report       Database File Path (read-only)       C:\Users\Public\Documents\W2 M Company.pmt	n to save any changes. tate 2017\Example
W3 Form 1099 & 1098 Forms	Update Reset Current company name is : Example Company You can create a new company by selecting "Company > New" f You can open a different company by selecting "Company > Open	Clear Tom the top menu. W2 MATE 2017
1096 Form		

## 3. Select the location you wish to save the company list to

## 4. Name your Company List file

## 5. Click Save

Example Company - W2 Mate (2017)			
Company Tools Import	Data Export Data E-Filing IRS & SSA Instructions Quality Control 1099 Emailer Help Order Supplies		
Shortcuts	General Information     W3 Information       Employer's Name / Filer's Name:     Example Company       Address 1:     123 Main       Address 2:     Image: Company		
Employees Employees 1099 & 1098 Recipients W2 Forms W3 Form 1099 & 1098 Forms 1099 & 1098 Forms	Save As Save II: Ubraries Pictures Documents Dibrary Desktop		