## How to Export W2 Data

Make sure you have the correct Company open inside W2 Mate

### 1. Click Export Data

#### 2. Select W2 Forms

mpany Tools Import Data	Export Data E-Filing IRS & SSA Instructions Quality Co	ntrol 1099 Emailer Help Order	Supplies
Shortcuts	W2 Forms	Click Expo	ort Data 1
1	1099-MISC Forms		
	1099-DIV Forms	Select W2	Forms 2
Company	1099-R Forms		
A.	Other Forms	•	
	Employee List	60605	
Employees	1099 / 1098 Recipient List	<b></b>	
	Employee Printing Labels (Avery 5160) 1099 / 1098 Recipient Printing Labels (Avery 5160)	licable):	
ITT	Company List		
1099 & 1098 Recipients	1009 MISC Pro Forma Report	in to save any changes	
<b>W-2</b>		and 20172 Generals	
	(read-only)	ate 2017 Example	
W2 Forms			
	Update Reset	Clear	
W-3	Durrent company name is : Example Company		
W3 Form	You can create a new company by selecting "Company > New" fr	om the top menu.	
	You can open a different company by selecting "Company > Open	" from the top menu.	W2 MATE 2017
1099			
1099 & 1098 Forms			
1096			
1096 Form			

# Note: Do NOT send this file to the Social Security Administration or the state - This is NOT an electronic submission file

### 3. Click OK



### 4. Select the location you wish to save W2 data file to

5. Name the file you are saving

### 6. Click Save

Example Company - W2 Mate (201 Example Company - W2 Mate (201	17)
Company Tools Import Data Ex	cport Data E-Filing IRS & SSA Instructions Quality Control 1099 Emailer Help Order Supplies
Shotcuts Company Employees	General Information       W3 Information         Employer's Name / Filer's Name:       Example Company         Address 1:       123 Main         Address 2:
1099 & 1098 Recipients W2 Forms W3 Form 1099 & 1098 Forms 1099 & 1098 Forms 1099 & 1098 Forms	Recent Places   Desktop   Desktop