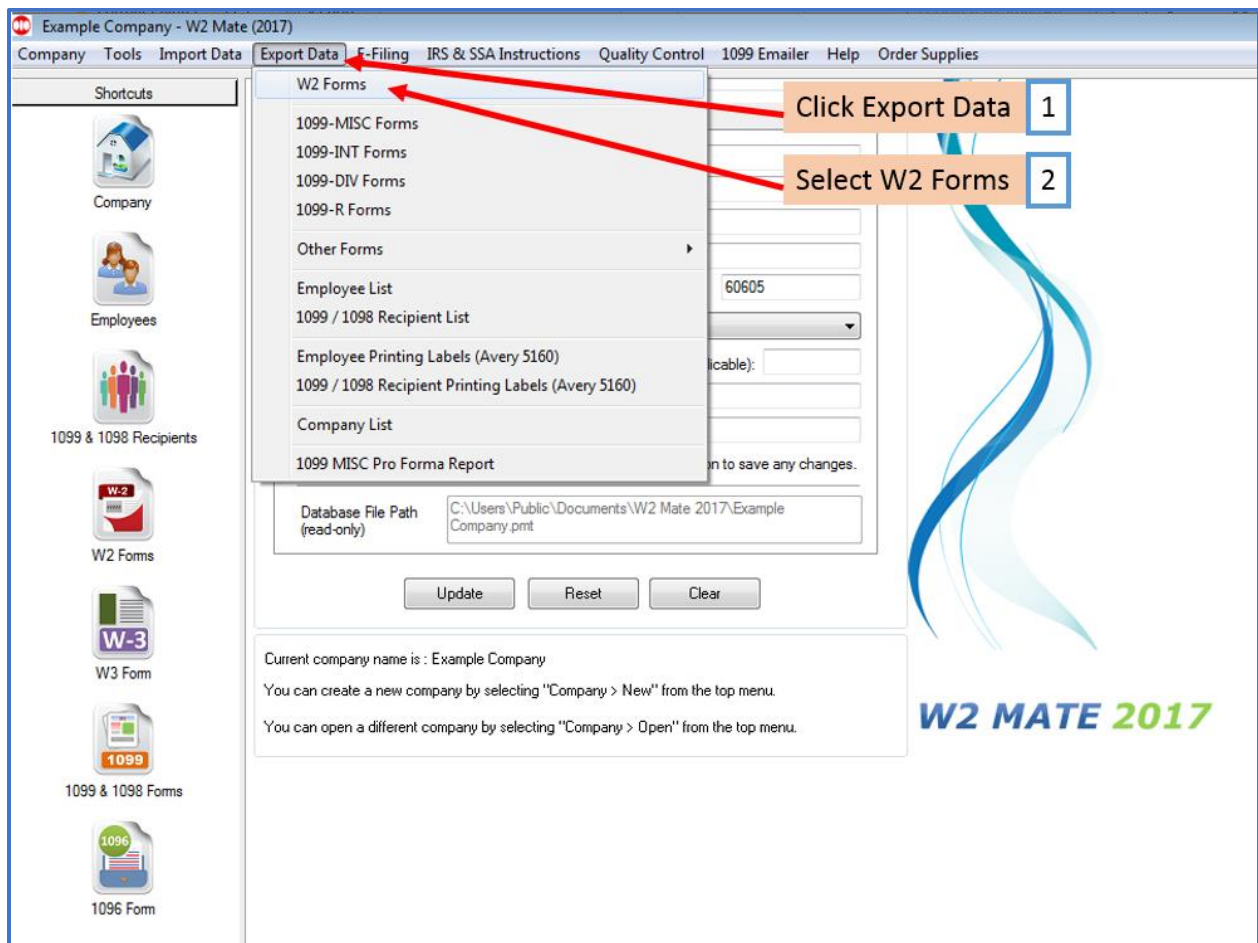


How to Export W2 Data

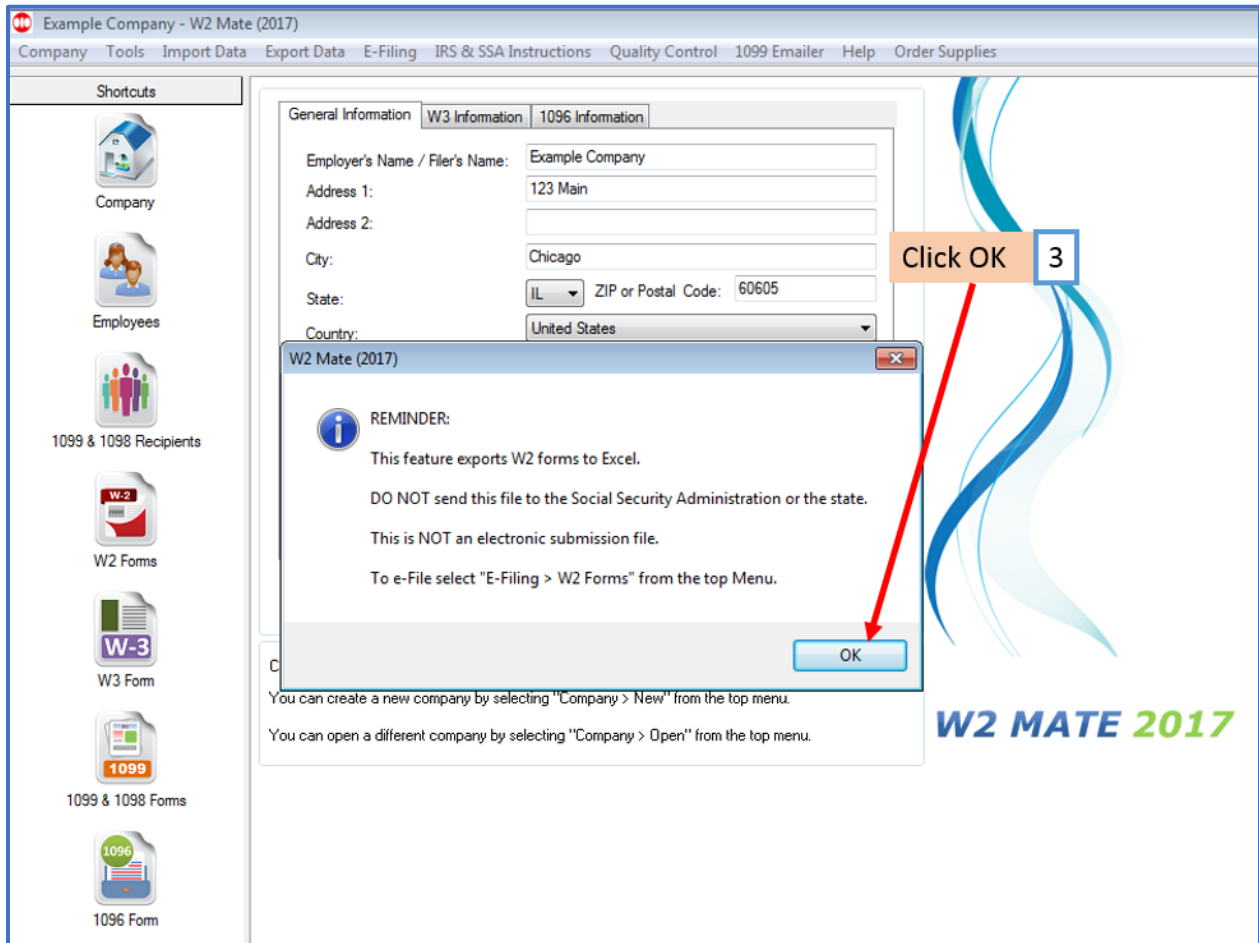
Make sure you have the correct Company open inside W2 Mate

1. Click Export Data
2. Select W2 Forms



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

