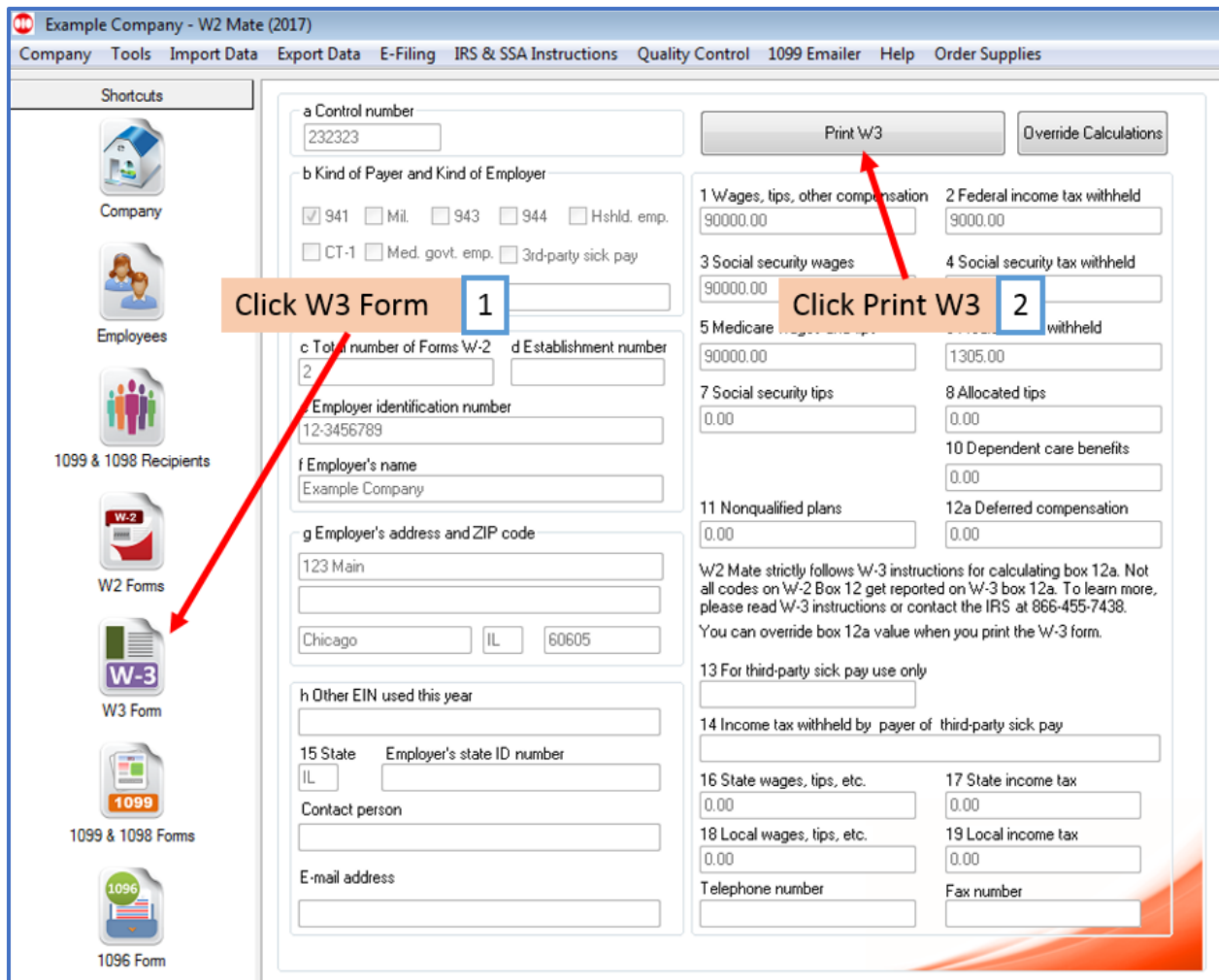


How to Print Form W3

Note: W2 Mate will print the data on Red Pre-Printed W3 form or on blank paper with the purchase of W2 Mate optional feature code #1-Generate Laser Form

Make sure you have the correct Company open inside W2 Mate

1. Click W3 Form from Shortcuts
2. Click Print W3

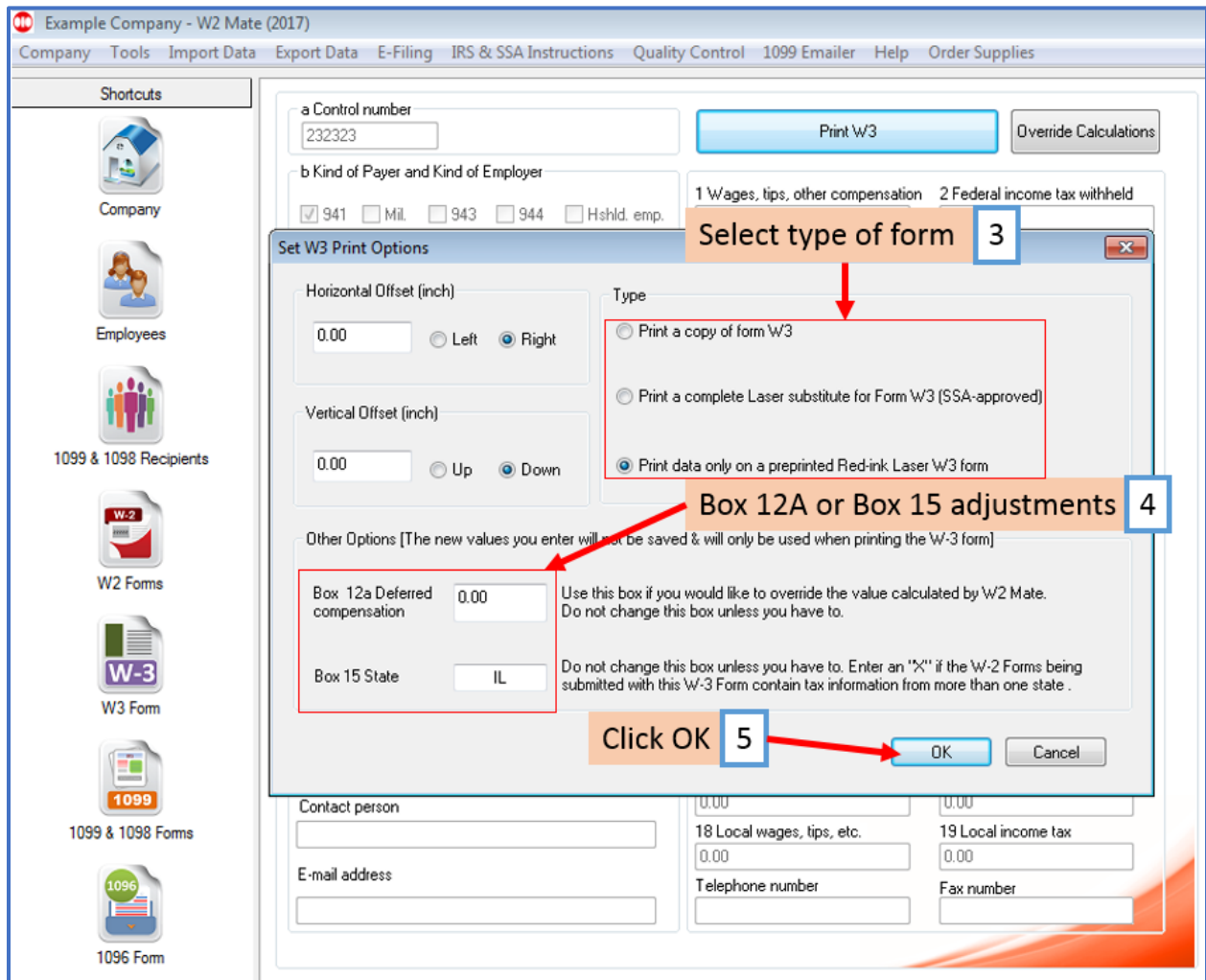


3. Select type of form to print

Note: To print SSA approved black and white substitute Copy A requires W2 Mate Optional Feature Code #1 to be purchased and enabled inside W2 Mate

4. Adjust Box 12A or Box 15 if needed

5. Click OK



6. Select Printer

7. Click OK

