How to Print Form W2 Copy A

Note: W2 Mate will print the data on Red Pre-Printed W2 Copy A forms 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 W2 Form from Shortcuts
- 2. Click Print

Example Company - W2 Mate	e (2017)						
Company Tools Import Data	Export Data E-Filing IRS & SSA	Instructions Qu	ality Control 1	099 Emailer Hel	p Order Supplies		
Shortcuts	Employee Select Next Previou	us W2 Save	Clear	Print	Crea	te PDF W2's	Related Tasks
Company	a Employee's social security number b Employer identification number 12:3456789 Click W2 Forms	1 Wages, tip 40000.00 3 Social sect	s, othe compensati unit wages Print 2	on 2 Federal ii 4000.00 4 Social se 2480.00 6 Medicare	2 Federal income tax withheld 400.00 4 Social security tax withheld 2480.00 6 Medicare tax withheld 580.00 8 Allocated tips 0.00 10 Dependent care benefits		
Employees	Example Comeny 123 Main bicago	40000.00 7 Social sect 0.00 Roy 9 Verific	urity tips	580.00 8 Allocated 0.00			
1099 & 1098 Recipients	d Control number 232323 e Employee's first name initial Last Samuel S Sam	11 Nonqualif 0.00 13 Statutory employe	ied plans Pretirement 3rc Plan sic	0.00 See instr Party k pay 12a	0.00 See instructions for box 12 Code Amount 12a 0.00		
W2 Forms	f Employee's address and ZIP code 456 Test Chicago IL 60	605	14 Other		12b 12c 12d	0.00	
W3 Form	15 State Employer's state 16 ID number tip	S State wages, 17 os, etc. ta	7 State income x	18 Local wages, tips, etc.	19 Local income tax	20 Locality name	Local Tax Type
1099 1099 & 1098 Forms		100 0	.00	0.00	0.00		Other
1096 Form							

3. Select Employee(s) to print

4. Select Print SSA approved substitute on plain paper OR Print Data Only on pre-printed form

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

5. Click OK



6. Select Printer

7. Click OK

🗊 Example Company - W2 Mate (2017) Company Tools Import Data Export Data E-Filing IRS & SSA Instructions Quality Control 1099 Emailer Help Order Supplies											
Shortcuts	Employee Select Next	Previous V2	Clear	Print	Create PDF W	2's Related Tasks					
Company	a Employee's social securi b Employer identification nu 12-3456789	y number 111-22-3333 mber	1 Wages, tips, o 40000.00 3 Social security	ther compensation wages	2 Federal income tax 4000.00 4 Social security tax o	withheld 🕐					
Employees	c Employer's Example Co 123 Main Name:	Microsoft XPS Documen	t Writer 🔪 👻	Properties	Medicare tax withhe 80.00 Allocated tips	eld					
1099 & 1098 Recipients	Chicago Status: Chicago Type: d Control nur	Ready Microsoft XPS Document XPSPort:	Writer	Select Prin	ter 6 ^{nt care b}	penefits					
!!	232323 e Employee's Print range Samuel All	3	Copies Number of	Click OK	Code 12a	Amount					
W2 Forms	f Employee's Pages 456 Test Select	from: to:	112	2 3 Collate	12b 12c	0.00					
W3 Form	Chicago 15 State Employer's state ID number	16 State wages, 1 tips, etc. ti	7 State income 18 ax tip	K Cancel Local wages, 19 Lo s, etc. tax	ocal income 20 Loca name	ality Local Tax Type					
1099 & 1098 Forms	IL 39999	0.00	0.00 0. 0.00 0.	00 0.00		Other					
1096 1096 Form											