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
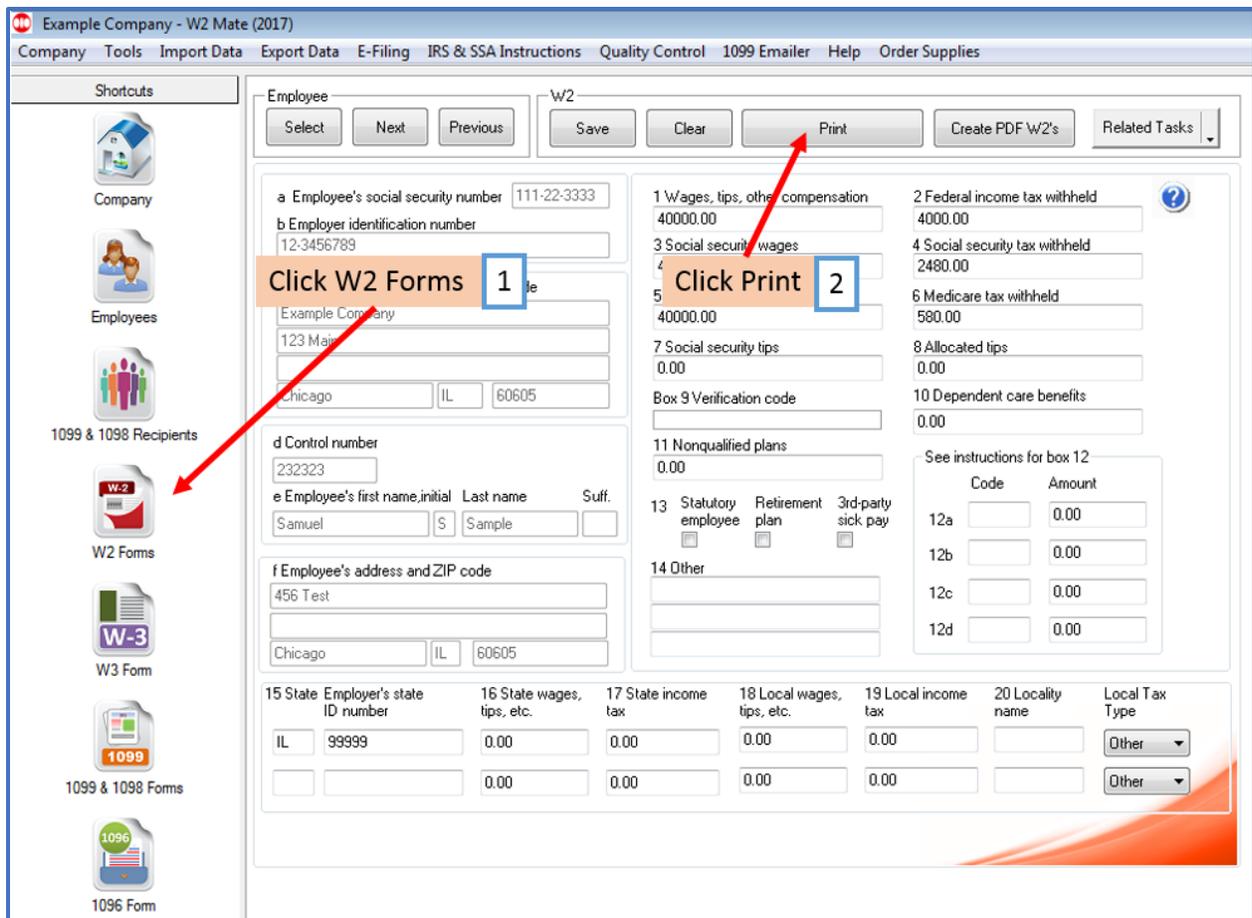
3. Select Employee(s) to print

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
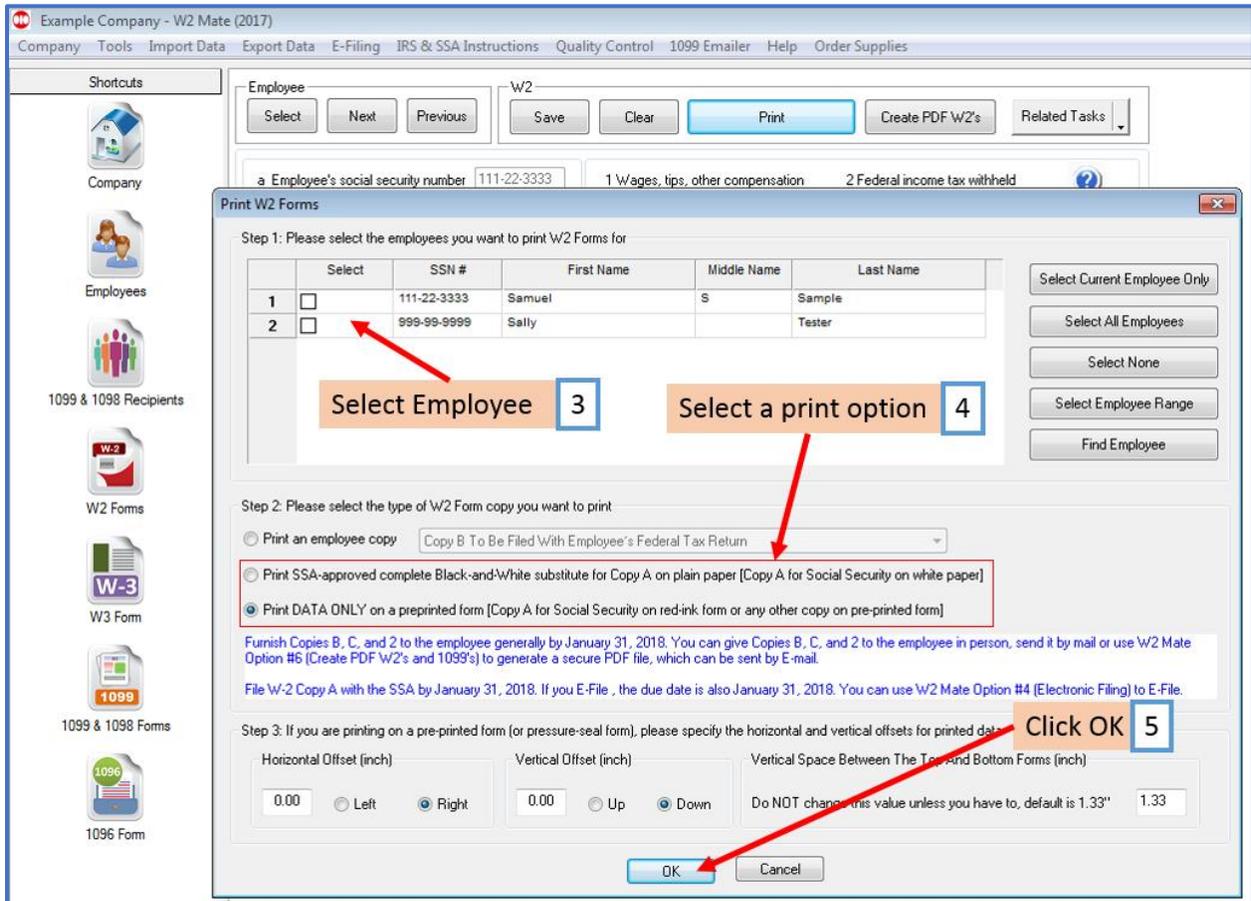
6. Select Printer

7. Click OK