How to Print Employee W2 Form

Note: W2 Mate will print all employee copies of Form W2 on print on pre-printed forms or on blank paper

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	Quality Control	1099 Emailer Helj	o Order Supplie	s	
Shortcuts	Employee Select Next Previous Sam	ve Clear	Print	Crea	ate PDF W2's	Related Tasks
Company	a Employee's social security number 111-22-3333 b Employer identification number 12-3456789 Click W2 Forms 1 je	1 Wages, ti 40000.00 3 Social sec 5 Clicl	1 Wages, tips, othe compensation 40000.00 3 Social security wages Click Print 5 40000.00 7 Social security tips 0.00 Box 9 Verification code 11 Nonqualified plans 0.00 13 Statutory Plan sick pay 14 Other		2 Federal income tax withheld 4000.00 4 Social security tax withheld 2480.00 6 Medicare tax withheld 580.00 8 Allocated tips 0.00 10 Dependent care benefits 0.00	
Employees	Example Colorany 123 Mai hicago IL 60605	40000.00 7 Social sec 0.00 Box 9 Verifi				
1099 & 1098 Recipients	d Control number 232323 e Employee's first name,initial Last name St Samuel S Sample	uff. 11 Nonqual 0.00 13 Statuto employ			ructions for box 12 Code Amoun 0.00	t
W2 Forms	f Employee's address and ZIP code 456 Test Chicago	14 Other			0.00	
W3 Form	15 State Employer's state ID number tips, etc.	17 State income tax	18 Local wages, tips, etc.	19 Local income tax	20 Locality name	Local Tax Type
1099 & 1098 Forms	0.00	0.00	0.00	0.00		Other
1096 Form						

3. Select employee(s) to print

4. Select W2 copy to print

Note: To print an Employee copy select the copy to print from the drop-down menu To print data on a Pre-Printed form use the Print DATA Only for any Pre-Printed form

5. Click OK



6. Select Printer

7. Click OK

Example Company - W2 Mate Company Tools Import Data	e (2017) Export Data E-Filing IRS	& SSA Instructions Qu	uality Control 1099 Emailer	Help Order Supplies	
Shortcuts	Employee Select Next	Previous W2	Clear	Print Create PDF W	/2's Related Tasks
Company	a Employee's social securit b Employer identification nu 12-3456789	number 111-22-3333 nber	1 Wages, tips, other compe 40000.00 3 Social security wages	Ansation 2 Federal income ta 4000.00 4 Social security tax	x withheld
Employees	c Employer's Example Co 123 Main Name:	Microsoft XPS Document	Writer 🗸 🗸	Medicare tax with 80.00 Allocated tips	neld
1099 & 1098 Recipients	Chicago Status: Chicago Type: d Control nur Comment:	Ready Microsoft XPS Document XPSPort:	Writer Selec	to file	benefits
2	232323 e Employee's Print range Samuel		Copies Click	OK 7 12a	Amount 0.00
W2 Forms	f Employee's Pages 456 Test Select	from: to: on	11 22 35	Collate 12b 12c 12d 12d	0.00
W3 Form	Chicago 15 State Employer's state ID number	16 State wages, 1 tips, etc. ta	OK 7 State income 18 Local wag ix tips, etc.	Cancel les, 19 Local income 20 Loc tax name	ality Local Tax Type
1099 & 1098 Forms	IL 99999	0.00 0	0.00 0.00 0.00	0.00	Other
1099 1096 Form					