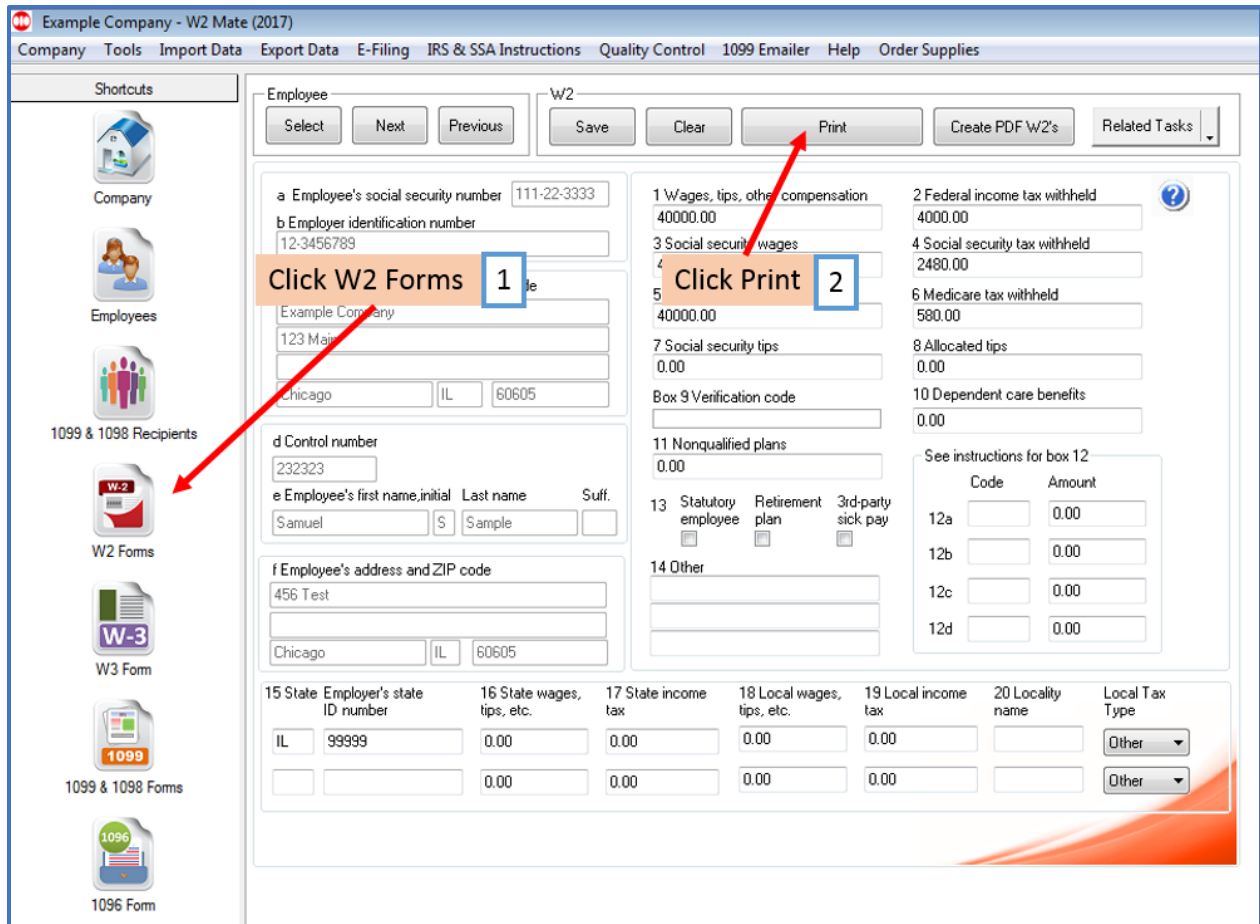


How to Print Employee W2 Form

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

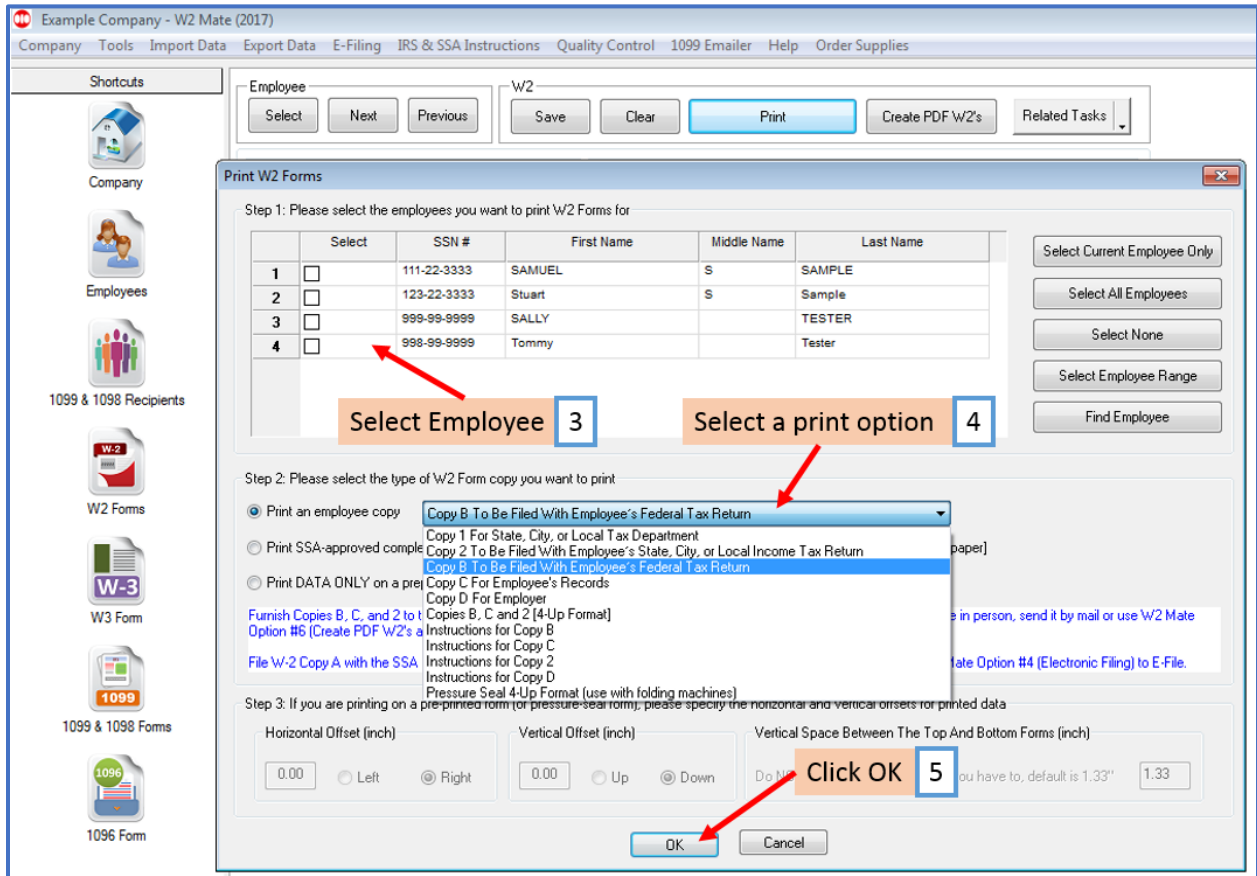


3. Select employee(s) to print

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

