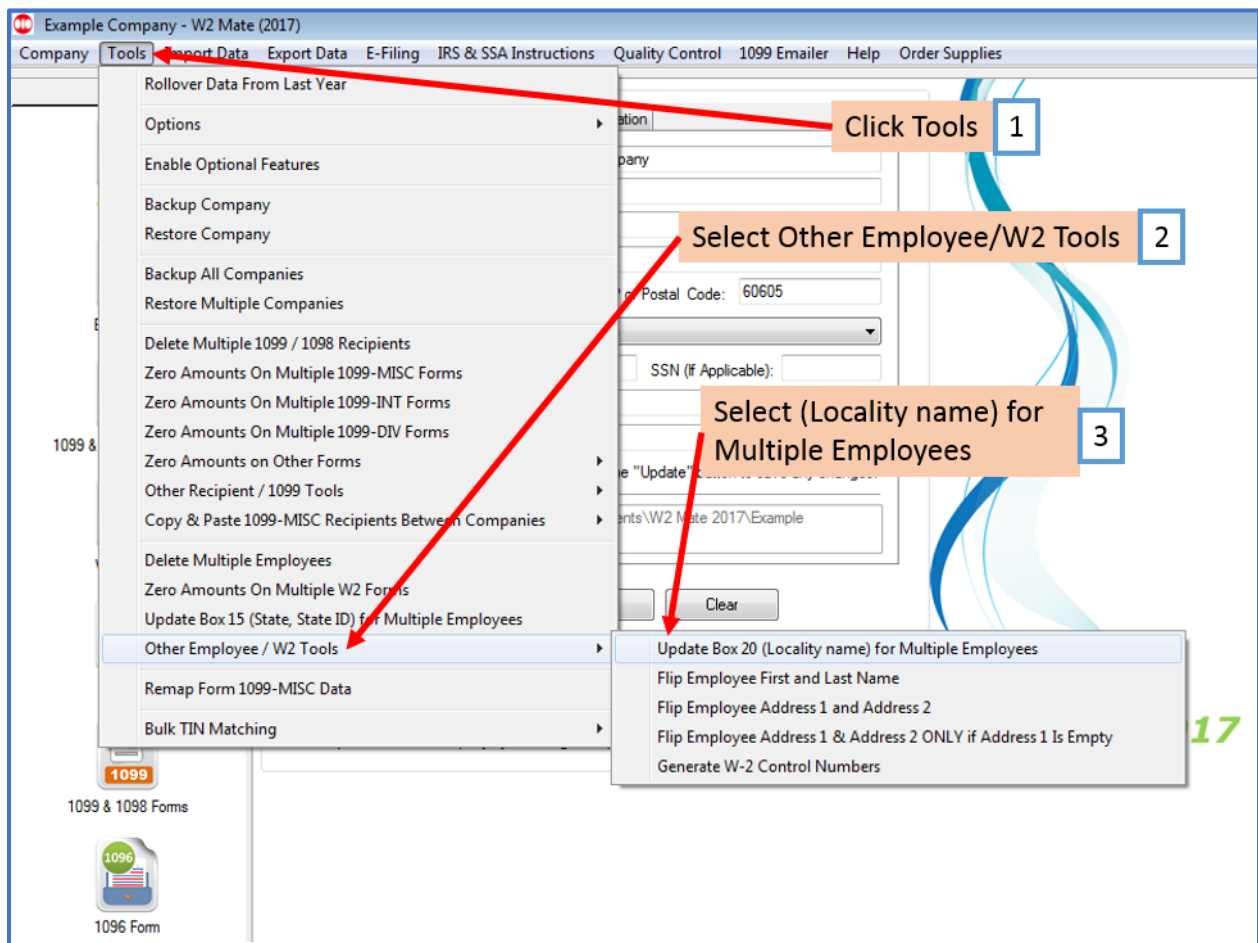


How to Update Locality Name for Multiple Employees

Make sure you have the correct Company open inside W2 Mate

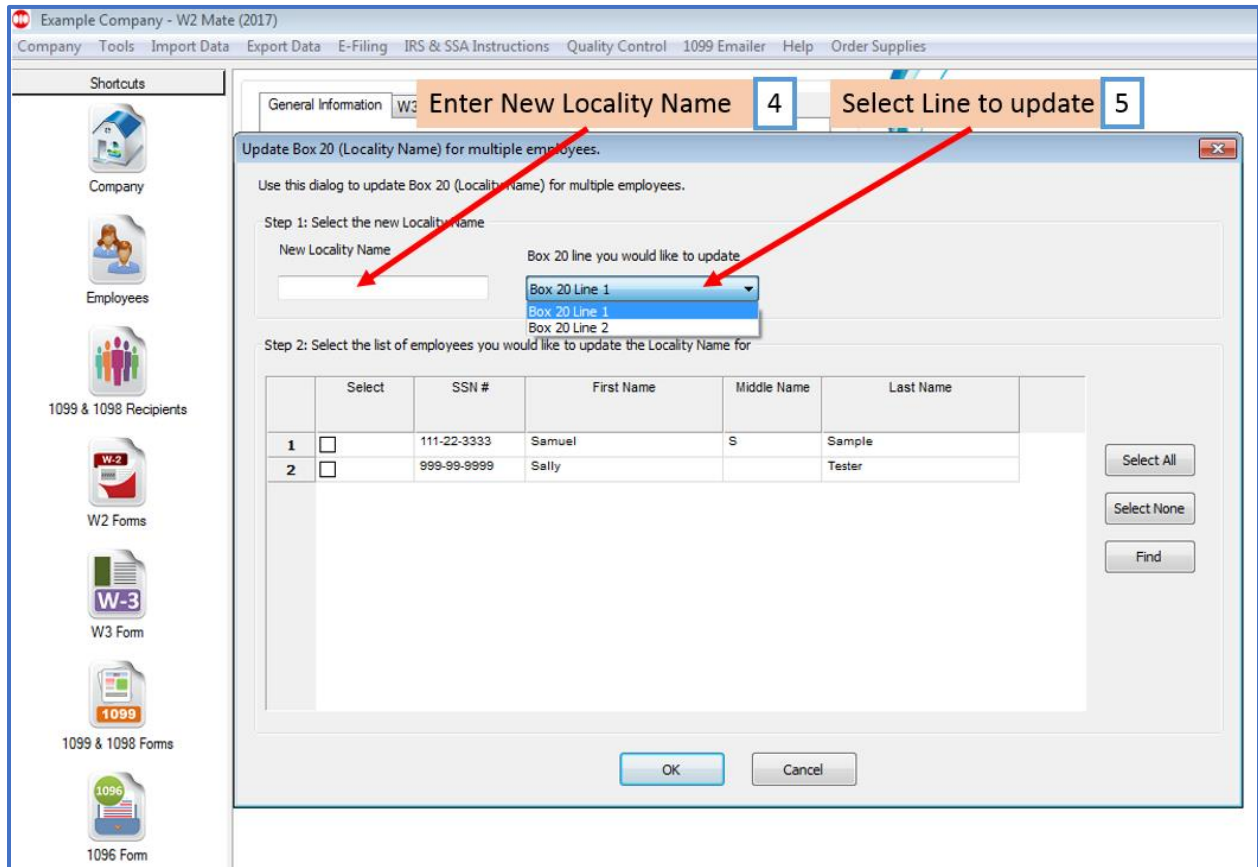
1. Click Tools
2. Select Other Employee/W2 Tools
3. Select Update Locality name for Multiple Employees

Note: The Box numbers used on the form are subject to change from year to year



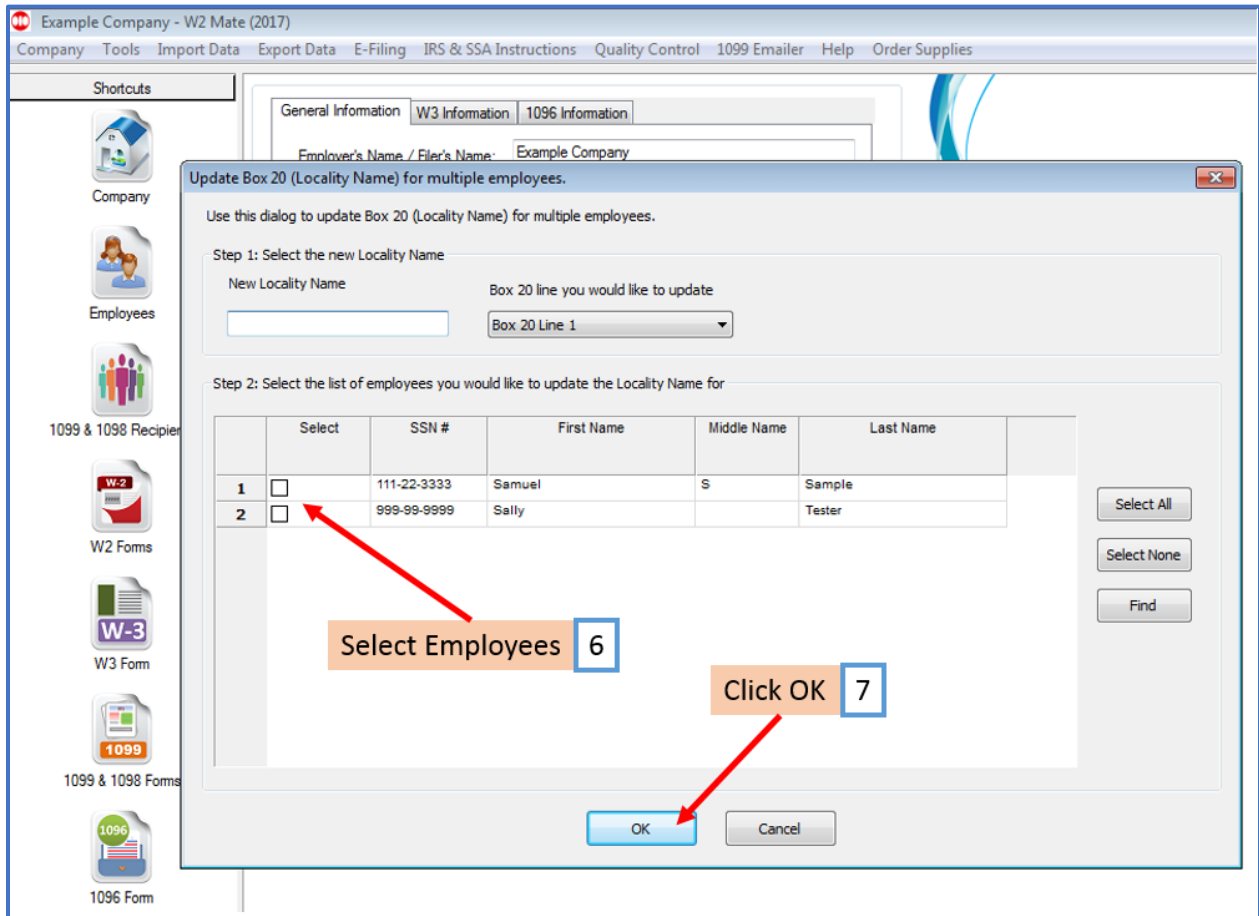
4. Enter New Locality Name

5. Select Line to update from drop down



6. Select Employees

7. Click OK



8. Click Yes

The screenshot displays the W2 Mate 2017 software interface. The main window is titled "Example Company - W2 Mate (2017)" and features a menu bar with options: Company, Tools, Import Data, Export Data, E-Filing, IRS & SSA Instructions, Quality Control, 1099 Emailer, Help, and Order Supplies. A left-hand sidebar contains "Shortcuts" for Company, Employees, 1099 & 1098 Recipients, W2 Forms, W3 Form, 1099 & 1098 Forms, and 1096 Form. The main content area shows a form with tabs for "General Information", "W3 Information", and "1096 Information". The "General Information" tab is active, displaying fields for Employer's Name / Filer's Name (Example Company), Address 1 (123 Main), Address 2, City (Chicago), State (IL), ZIP or Postal Code (60605), Country (United States), and Employer Identification Number (SSN (if Applicable)). A red arrow points to the "Click Yes" button in the "Country" dropdown menu. A modal dialog box titled "W2 Mate (2017)" is overlaid on the form, containing an information icon and the text: "You are about to update the Locality name for 1 employees. Are you sure you want to continue?". The dialog box has "Yes" and "No" buttons. Below the dialog box, the text reads: "Current company name is : Example Company", "You can create a new company by selecting 'Company > New' from the top menu.", and "You can open a different company by selecting 'Company > Open' from the top menu.". The "W2 MATE 2017" logo is visible in the bottom right corner of the software window.

9. Click OK

The screenshot displays the W2 Mate 2017 software interface. The main window is titled "Example Company - W2 Mate (2017)" and features a menu bar with options: Company, Tools, Import Data, Export Data, E-Filing, IRS & SSA Instructions, Quality Control, 1099 E-mailer, Help, and Order Supplies. A left sidebar contains "Shortcuts" for Company, Employees, 1099 & 1098 Recipients, W2 Forms, W3 Form, 1099 & 1098 Forms, and 1096 Form. The main area has tabs for "General Information", "W3 Information", and "1096 Information". The "General Information" tab is active, showing fields for Employer's Name / Filer's Name (Example Company), Address 1 (123 Main), Address 2, City (Chicago), State (IL), ZIP or Postal Code (60605), Country (United States), and Employer Identification Number. A "Click OK" callout points to the "OK" button in a dialog box titled "W2 Mate (2017)". The dialog box contains a warning icon and the message: "The Locality name for one or more employees has been updated successfully." Below the dialog box are "Update", "Reset", and "Clear" buttons. At the bottom right, the "W2 MATE 2017" logo is visible. Below the main form area, there is a text box stating: "Current company name is : Example Company. You can create a new company by selecting 'Company > New' from the top menu. You can open a different company by selecting 'Company > Open' from the top menu."