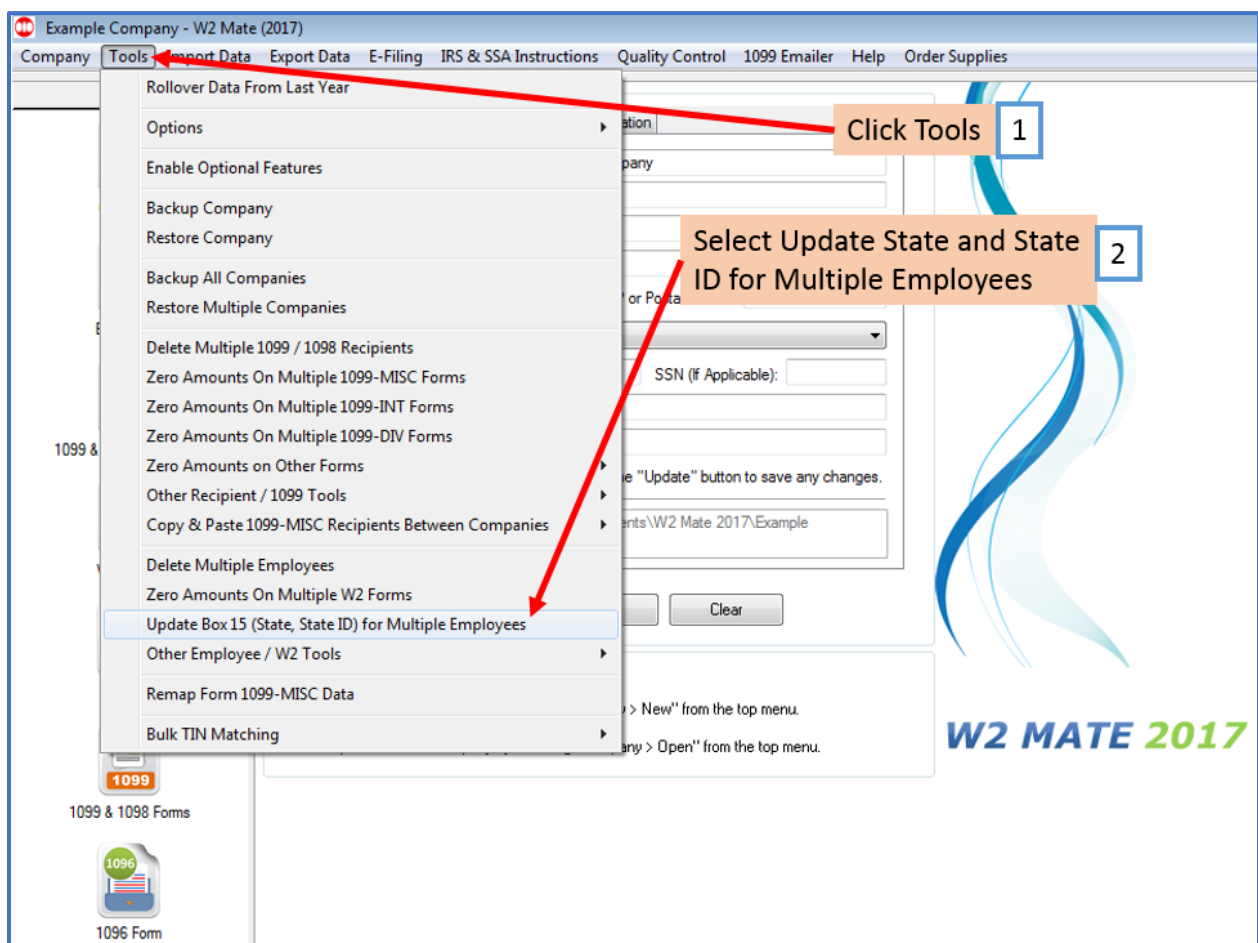# How to Update State and State ID for Multiple Employees
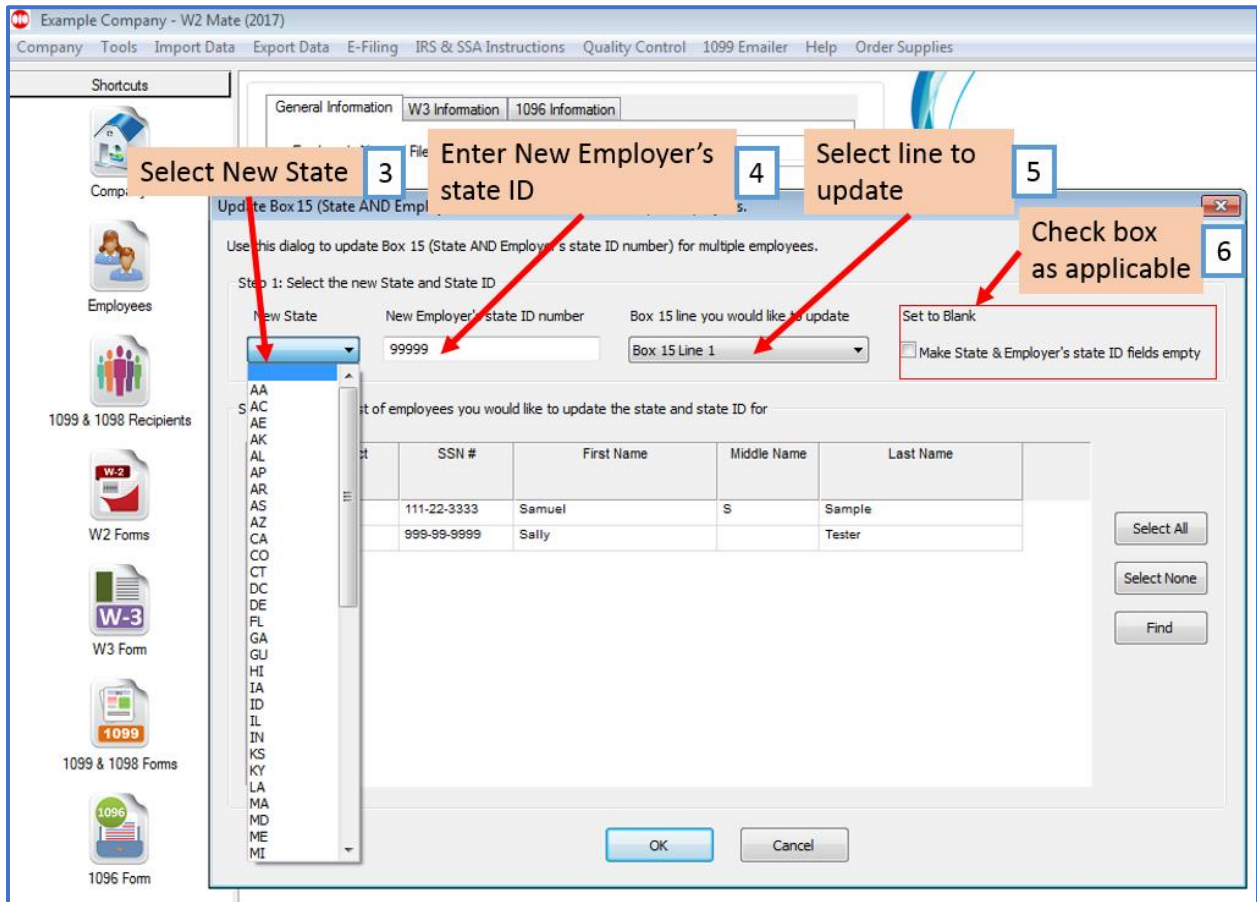
Make sure you have the correct Company open inside W2 Mate

1. Click Tools

2. Select Update State and State ID for Multiple Employees

Note: The Box numbers used on the form are subject to change from year to year
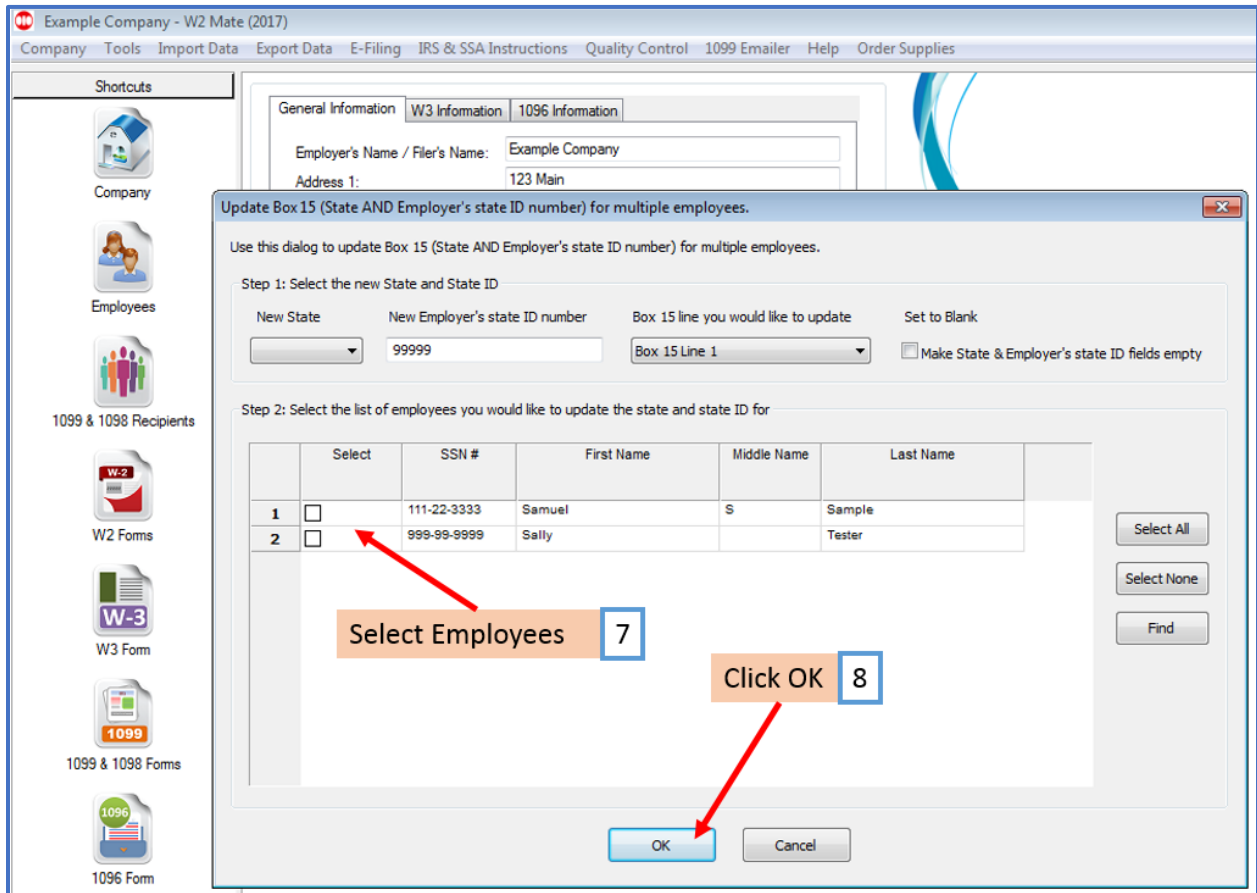
3. Select New State from drop down menu

4. Enter New Employer's state ID

5. Select Line to update

6. Check box as applicable

7. Select Employees

8. Click OK

9. Click Yes

10. Click OK