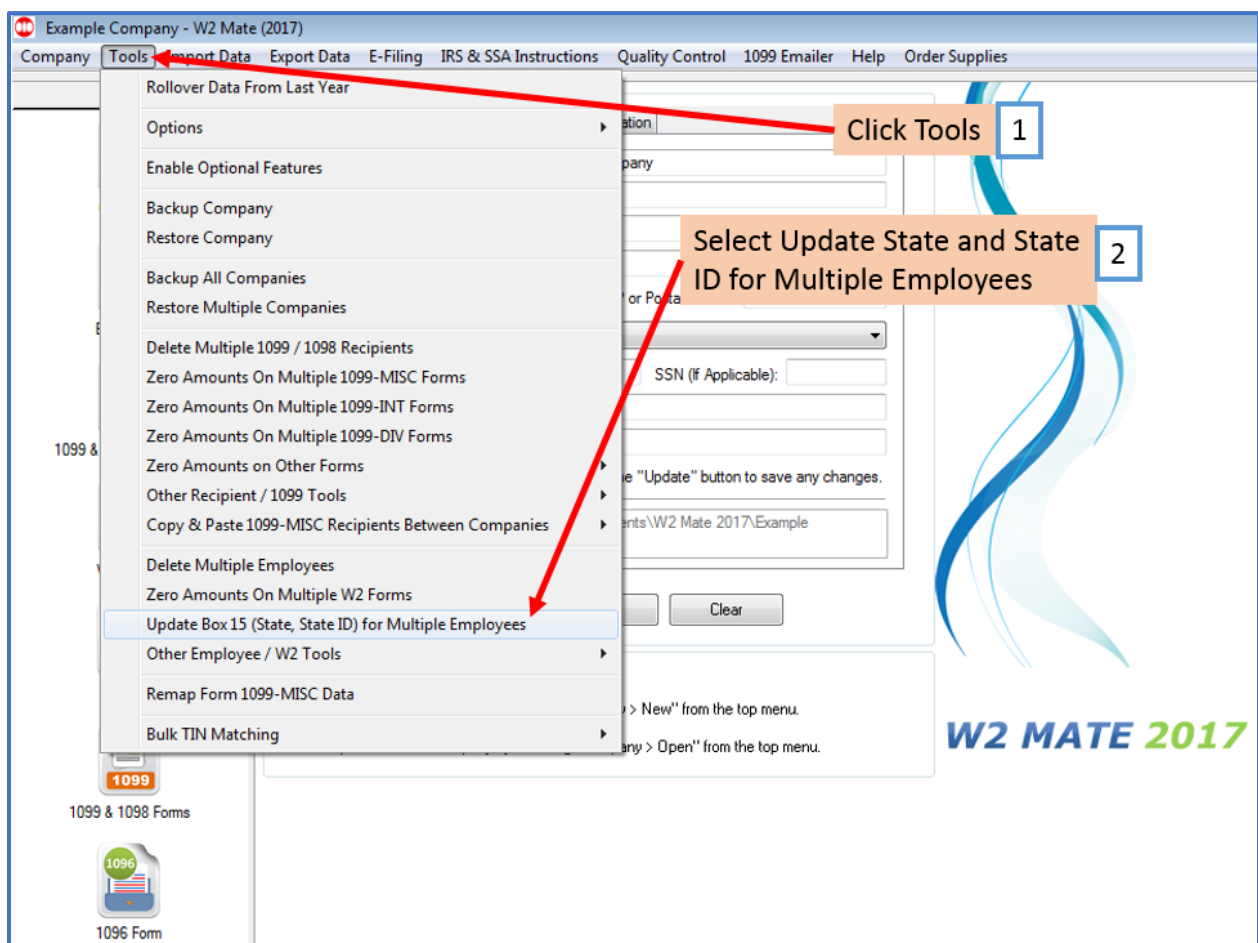


How to Update State and State ID for Multiple Employees

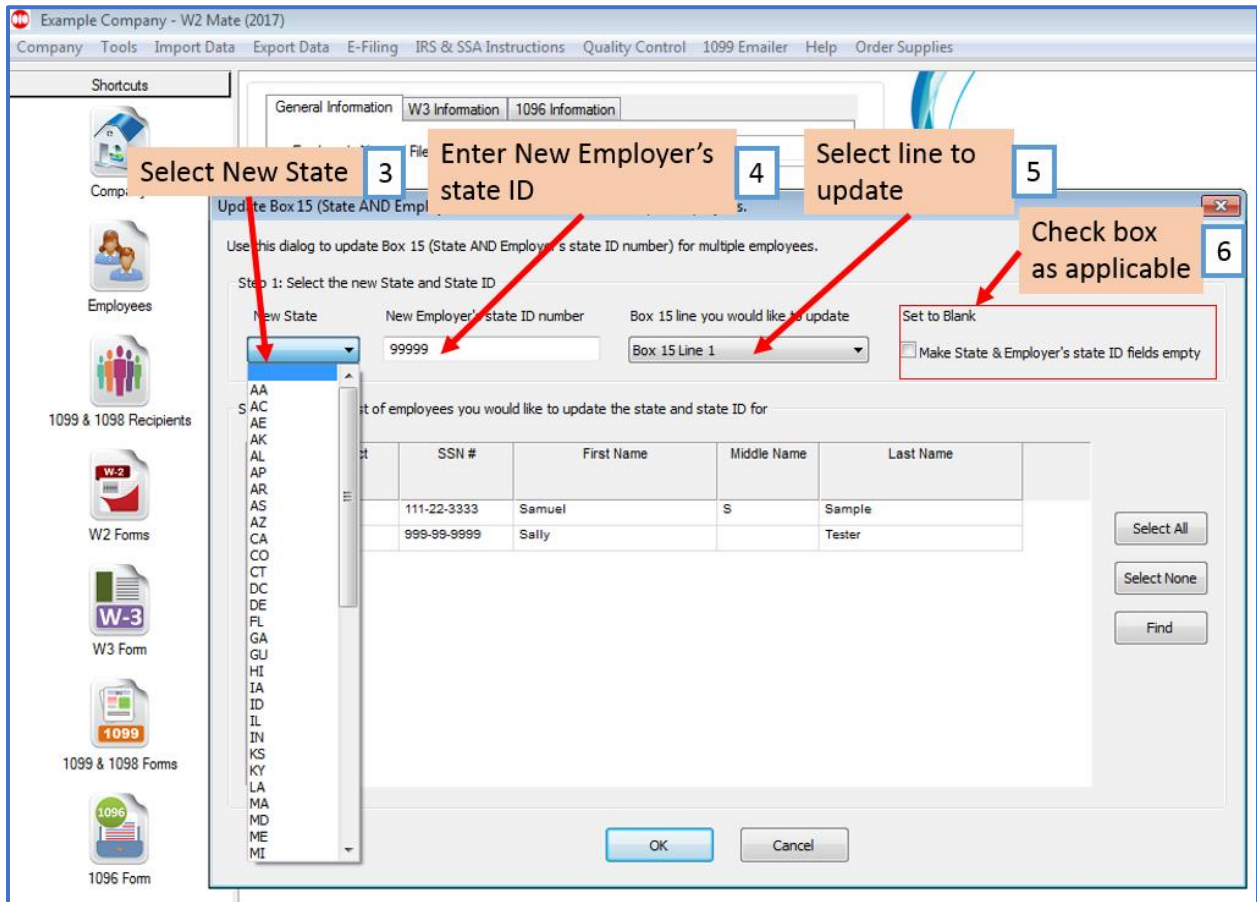
Make sure you have the correct Company open inside W2 Mate

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

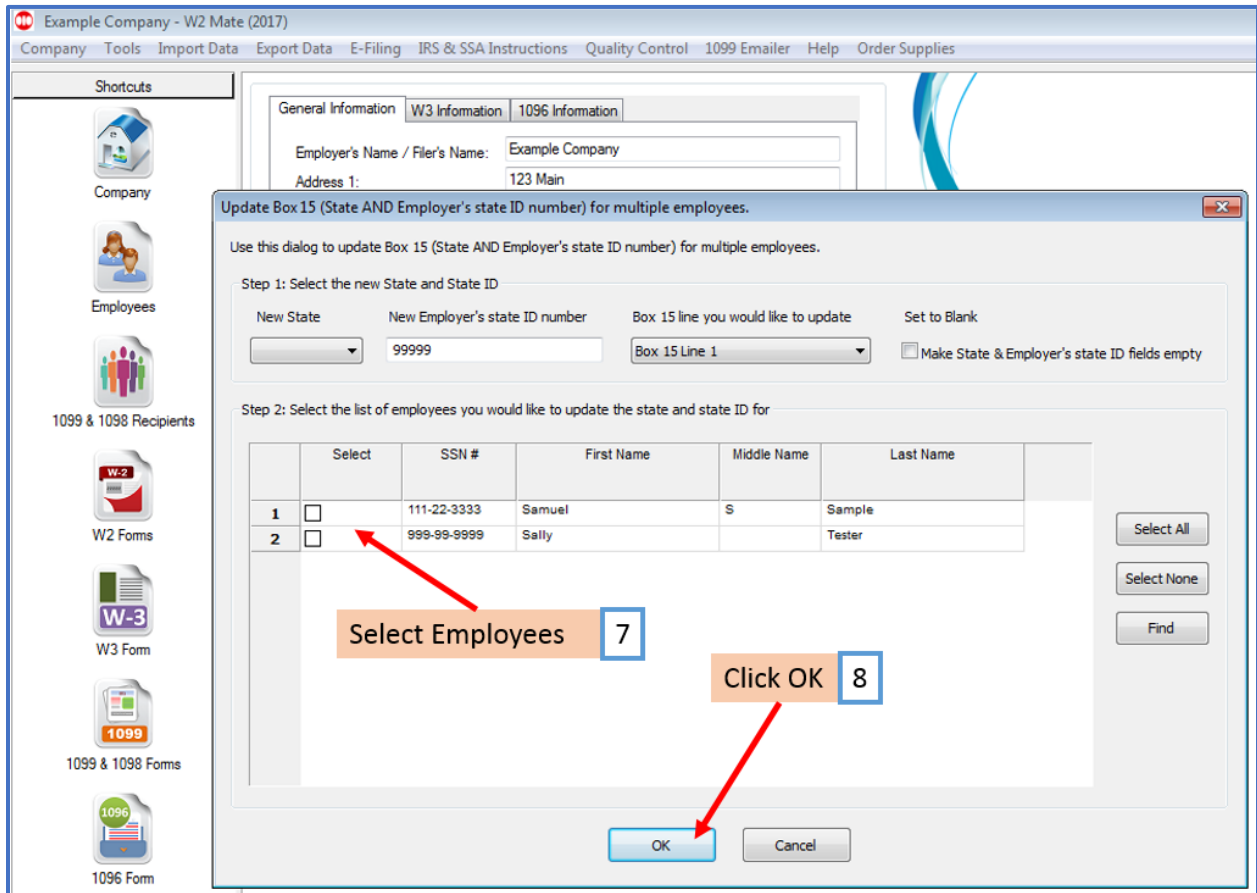


3. Select New State from drop down menu
4. Enter New Employer's state ID
5. Select Line to update
6. Check box as applicable



7. Select Employees

8. Click OK



9. Click Yes

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 content area has tabs for "General Information", "W3 Information", and "1096 Information". The "W3 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), and Country (United States). A red arrow points to the "9" in the Country dropdown menu, with a callout box that says "Click Yes". A modal dialog box titled "W2 Mate (2017)" is open, displaying an information icon and the message: "You are about to update the State and Employer's state ID number for 1 employees. Are you sure you want to continue?". The dialog box has "Yes" and "No" buttons. Below the dialog box are "Update", "Reset", and "Clear" buttons. At the bottom of the main window, 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.", 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.

10. 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. On the left, a "Shortcuts" sidebar contains icons for Company, Employees, 1099 & 1098 Recipients, W2 Forms, W3 Form, 1099 & 1098 Forms, and 1096 Form. The main content area has three tabs: "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), Employer Identification Number, and SSN (If Applicable). A red arrow points to the "10" in the Country dropdown menu, with a callout box that says "Click OK". A dialog box titled "W2 Mate (2017)" is overlaid on the screen, displaying a yellow warning icon and the message: "The State and Employer's state ID number for one or more employees has been updated successfully." The dialog box has an "OK" button. Below the dialog box, there are "Update", "Reset", and "Clear" buttons. At the bottom of the main window, there is a text box with the following text: "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.