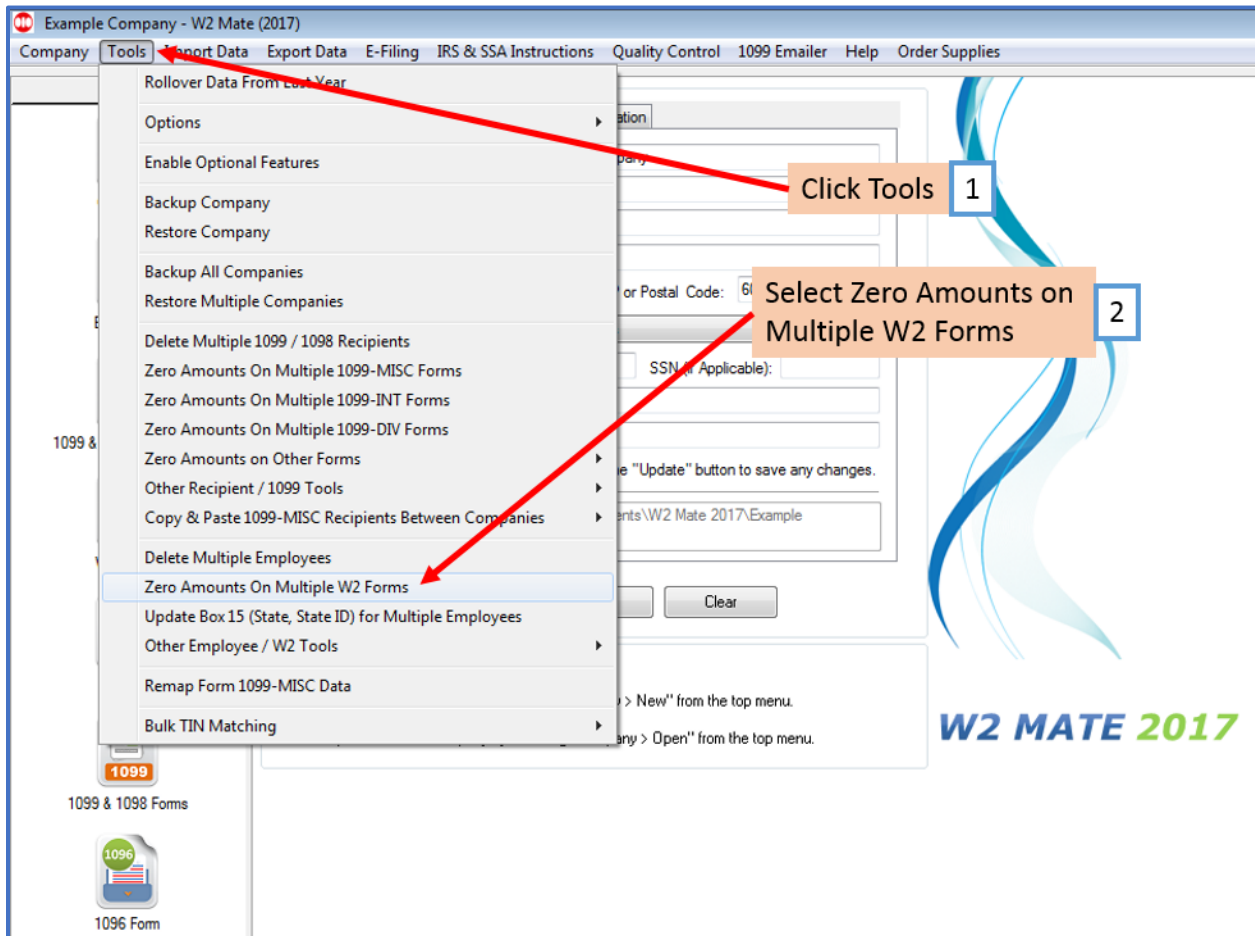


How to Zero Amounts on Multiple W2 Forms

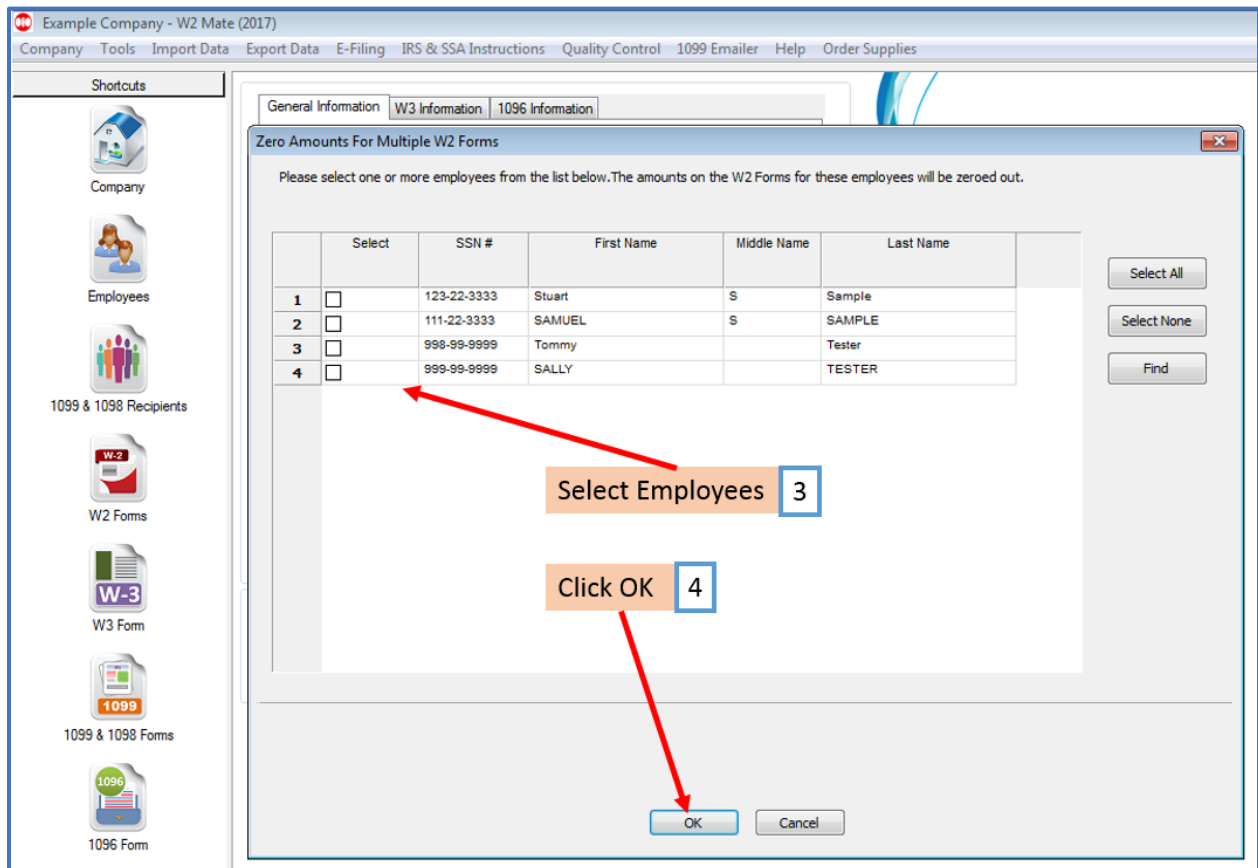
Make sure you have the correct Company open inside W2 Mate

1. Click Tools
2. Select Zero Amounts on Multiple W2 Forms

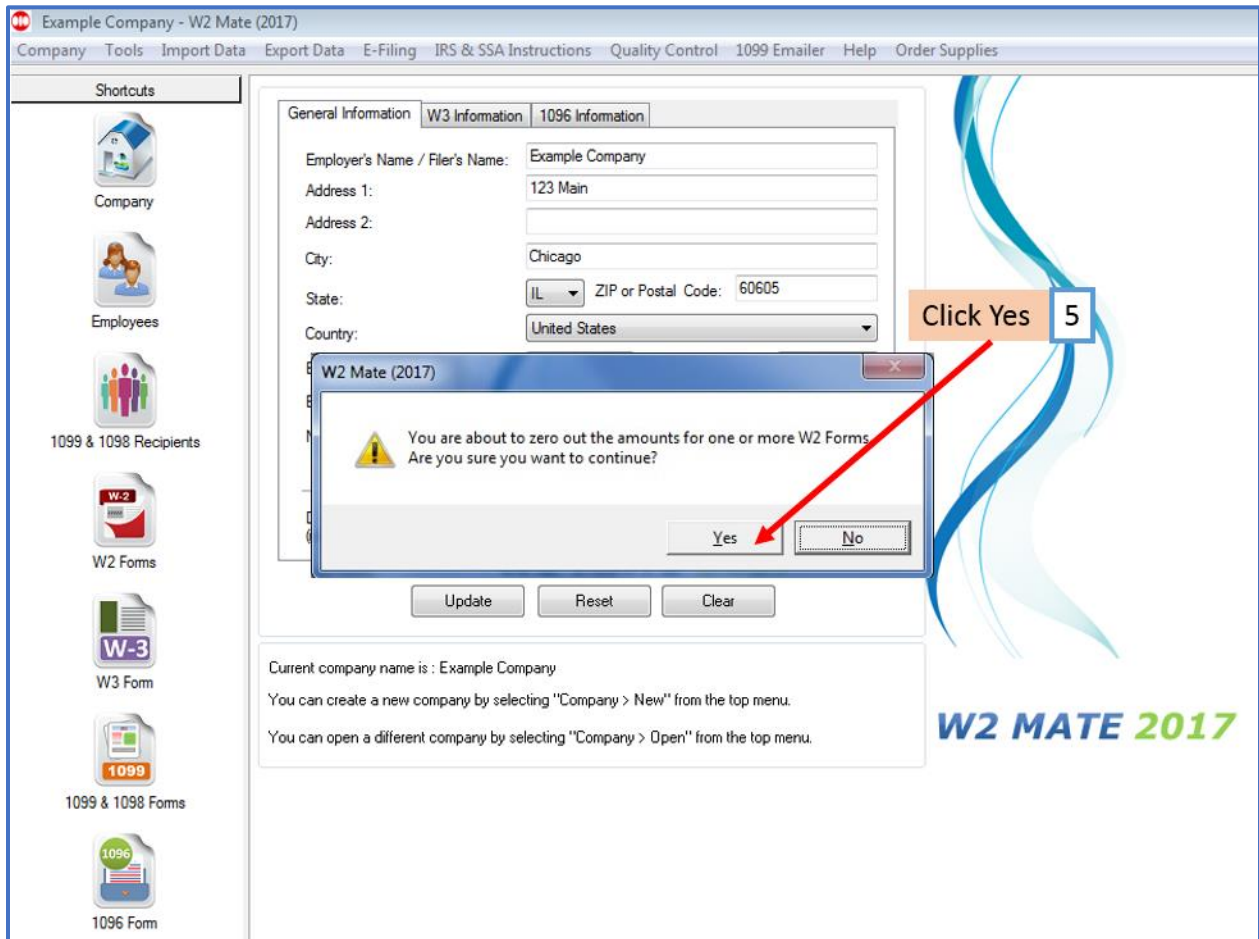


3. Select employee/employees to zero the amount on their W2 form

4. Click OK



5. Click Yes



6. 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 is divided into 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), and Country (United States). Below these are fields for Employer Identification Number (12-3456789) and SSN (if Applicable). A dialog box titled "W2 Mate (2017)" is overlaid on the main window, displaying a yellow warning icon and the message: "The amounts on one or more W2 Forms have been zeroed out successfully." An "OK" button is visible in the dialog box. A red arrow points from a callout box labeled "Click OK 6" to the "OK" button. At the bottom of the main window, there are "Update", "Reset", and "Clear" buttons. 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." The "W2 MATE 2017" logo is located in the bottom right corner of the interface.