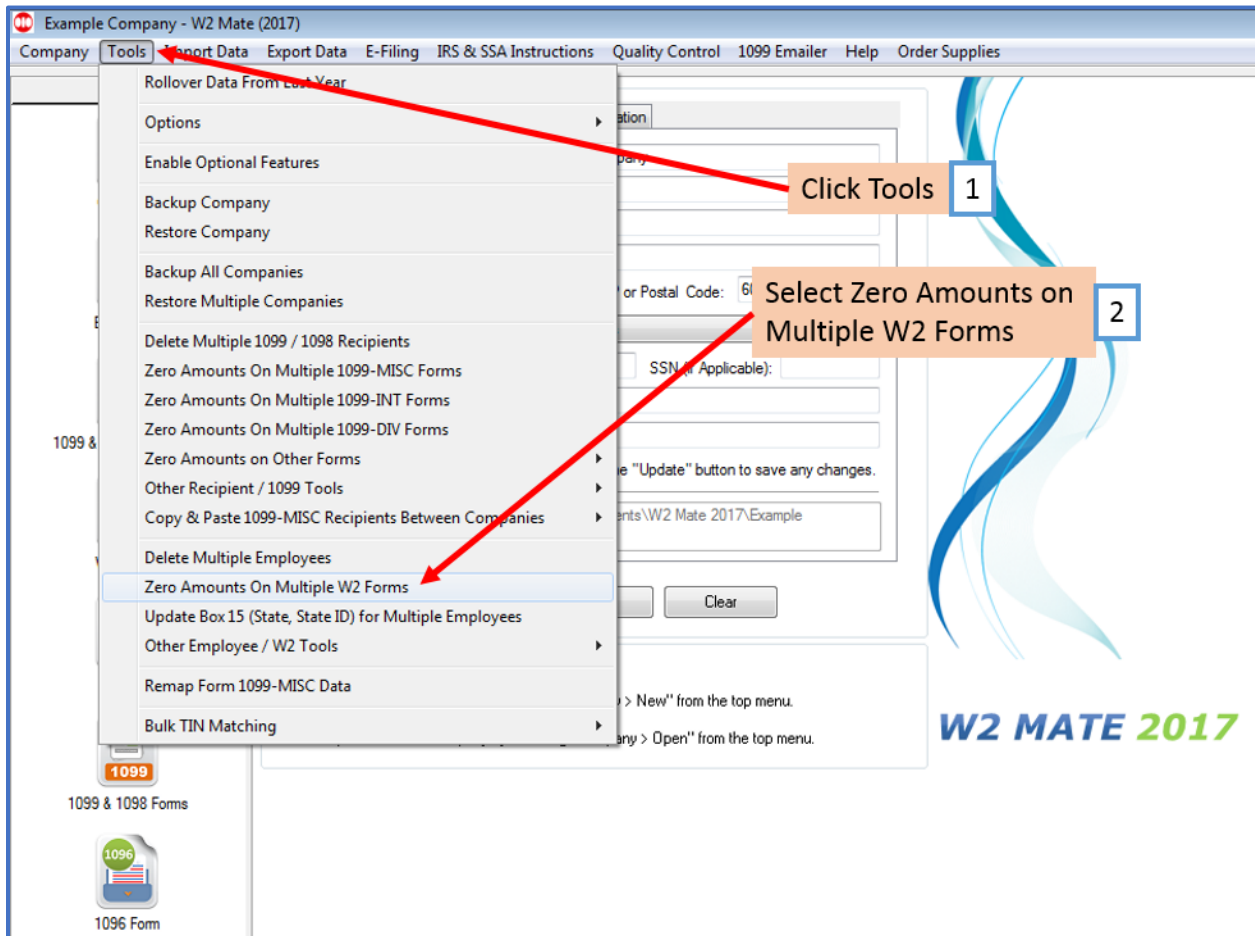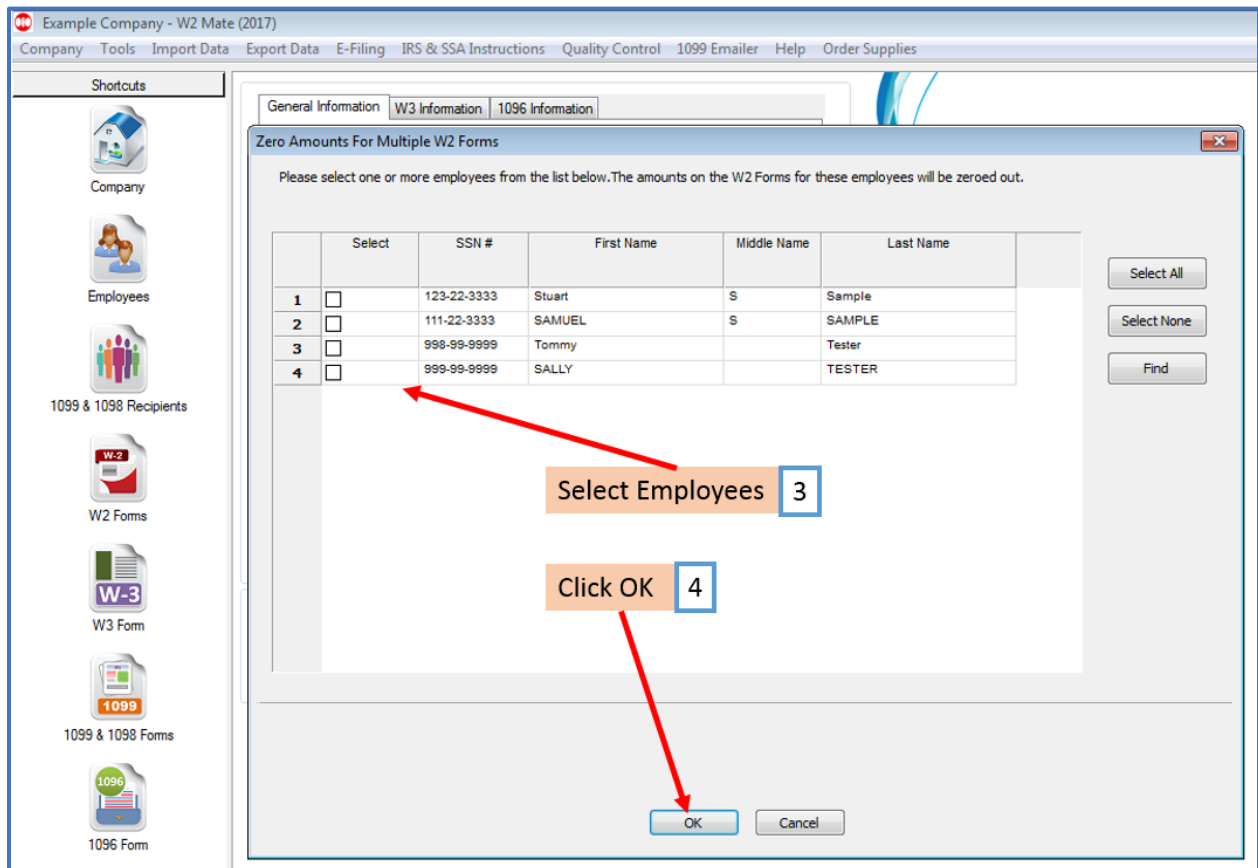# How to Zero Amounts on Multiple W2 Forms

Make sure you have the correct Company open inside W2 Mate

1. Click Tools

2. Select Zero Amounts on Multiple W2 Forms
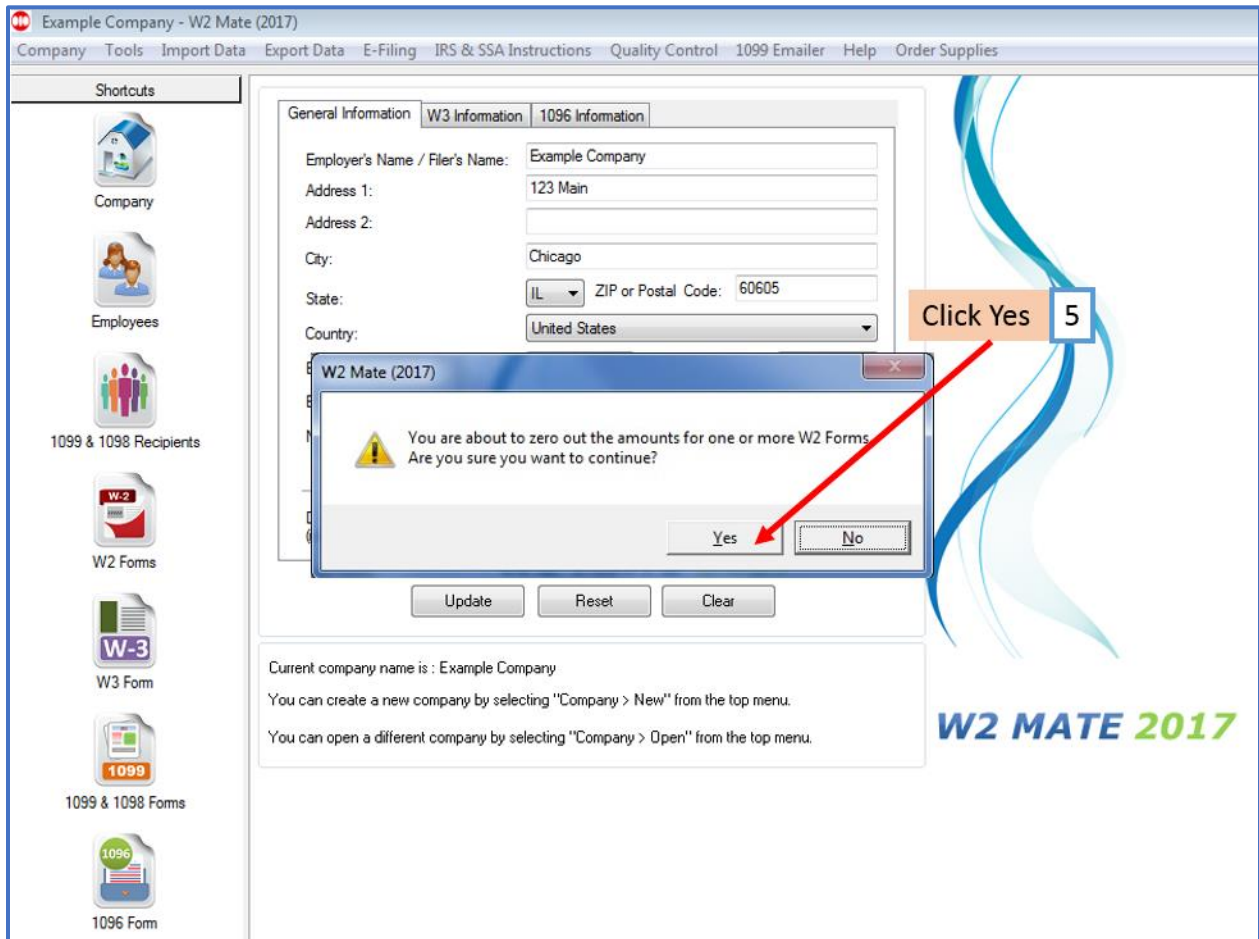
3. Select employee/employees to zero the amount on their W2 form

4. Click OK

5. Click Yes

6. Click OK