How to Print a W2 Form in Payroll Mate®

Start by Opening your Payroll Mate Program



<u>www.PayrollMate.com</u> (800)-507-1992







		W2 Page box will appea	r	X
	W-2 Page Employee [Use this drop-down list Trouble Question [SSN: 456-45-6565	to move between different employees] -	W2 Preview Save on portage by E-Mailing W-2s	Print
Select an Employe would like to prin W2 form for	1 Wages, tips, other compensation 180.00 ecurity wages ecurity wages ecurity tips Box 9, te EIC payments, has been deleted from the W-2 Form 11 Nonqualified plans 0.00 13 Statutory Retirement Third-party employee plan sick pay 14 Other SDI 3.60	2 Federal income tax withhet 14.00 4 Social security tax withhet 11.1 You can Preview t before you pri 2.61 8 Allocated tips 0.00 10 Dependent care benefits 0.00 See instructions for box 12 Code Amount 12 a 12 b 12 c 12 d 12 d	15 State AZ Employer's state 136461364 he form 136461364 nt it 180.00 17 State income 0.00 tax 18 Local wages. 19 Local income 0.00 tax 20 Locality name 0.00	Click → Print 8
		Ca	ancel < Back Next >	Close

Set W2 F W-2 Page Employee [Use this drop-down list to Trouble Question [SSN: 456-45-6565] Set W2 Print Options	Print Options bo vill appear	x Click → which for ployees] Preview	on the dow m you wou Copy B,C,D	wn arrow to ld like to pr ,1 AND 2)	o pick rint (W2
Print W2 Data for Current Employee All Employees Offset Horizontal (inch)	Type of Paper Print a copy: Print a complete Print data only of Left C Right	Copy B-Employee Federal Copy 1-State Copy 2-Employee State Copy B-Employee Federal Copy C-Employee Records Copy D-Employer Instructions for Copy B Instructions for Copy C Instructions for Copy 2	C Down		
OK Cancel	2 b [2 c [2 d [Cancel < Back	Next >	Close	

W-2 Page Employee [Use this drop-down list to move betwee Trouble Question [SSN: 456-45-6565]	If you're trying to print W2 Copy A then skip previous step, choose the type of paper to print (depending if you have a preprinted form				
180.00 14.00	or you have the laser				
3 Social security wages 4 Social secu					
180.00 Set W2 Print Options					
5 Medicare w 180.00 7 Social secu	Type of Paper				
0.00 Box 9, Advan been deleted	All Employees Print a complete Laser substitute for Copy A (SSA-approved) C Print data only on a preprinted Red-ink Laser form				
11 Nor 0.00 Click → Ok to print 13 Statuter employee 0.00	C Right O.00 C Down				
14 Other OK Cancel					
	Cancel < Back Next > Close				



Congratulations . A W2 form has been printed!

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