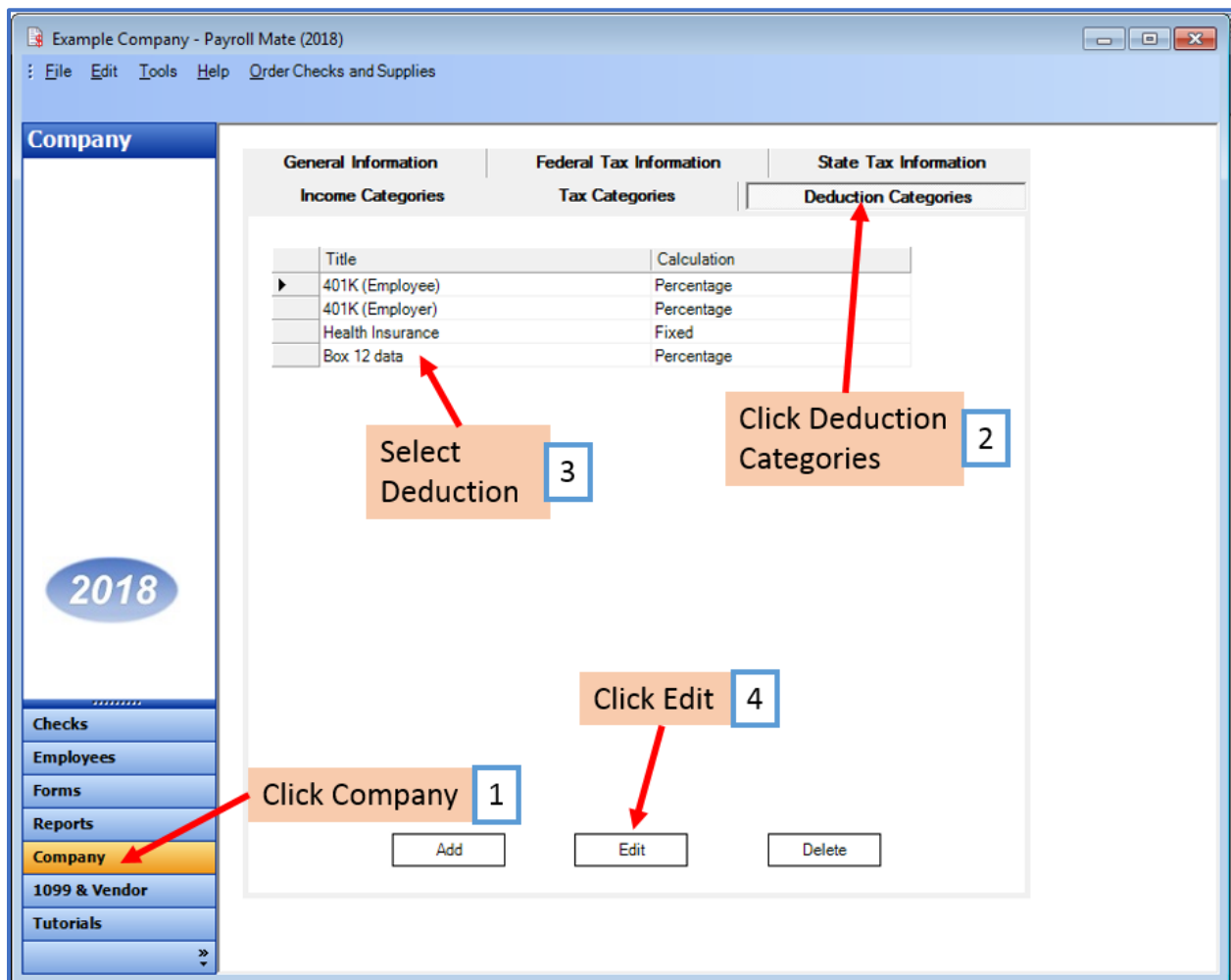


How to Edit W2 Form Box 12 and/or 14 in Payroll Mate

A deduction and/or tax category can be included on the W2 Form in Box 12 and/or Box 14. If this was not set up initially, follow the steps below to edit Box 12 and/or Box 14 on Form W2.

*Deduction Category

1. Inside Payroll Mate Software, Click Company from Shortcuts
2. Click Deduction Categories
3. Select correct deduction category
4. Click Edit



5. Select correct W2 Options as needed

Deduction Details

Title: Calculation:

Abbreviation: Paid by:

Default Quarterly Rates: Cutoff: Leave Blank for No Cutoff

Inactive

W-2 Options

- Use on Box 10 (Dependent Care Benefits)
- Use on Box 12
- Use on Box 14 (Other)

Pre-tax payroll deductions are deductions that lower your employee's taxable wages.

When you check any of the taxes in the list below you are lowering the taxable wages for that tax by the amount of the deduction you are creating here.

Exemptions

OK Cancel

Select W2 Options 5

6. Enter W2 code to use for box

7. Click OK

Deduction Details

Title: Calculation:

Abbreviation: Paid by:

Default Quarterly Rates: Cutoff: Leave Blank for No Cutoff

Inactive

Enter box code 6

W-2 Options

Use on Box 10 (Dependent Care Benefits)

Use on Box 12

Use on Box 14 (Other)

W-2 Code:

Pre-tax payroll deductions are deductions that lower your employee's taxable wages.

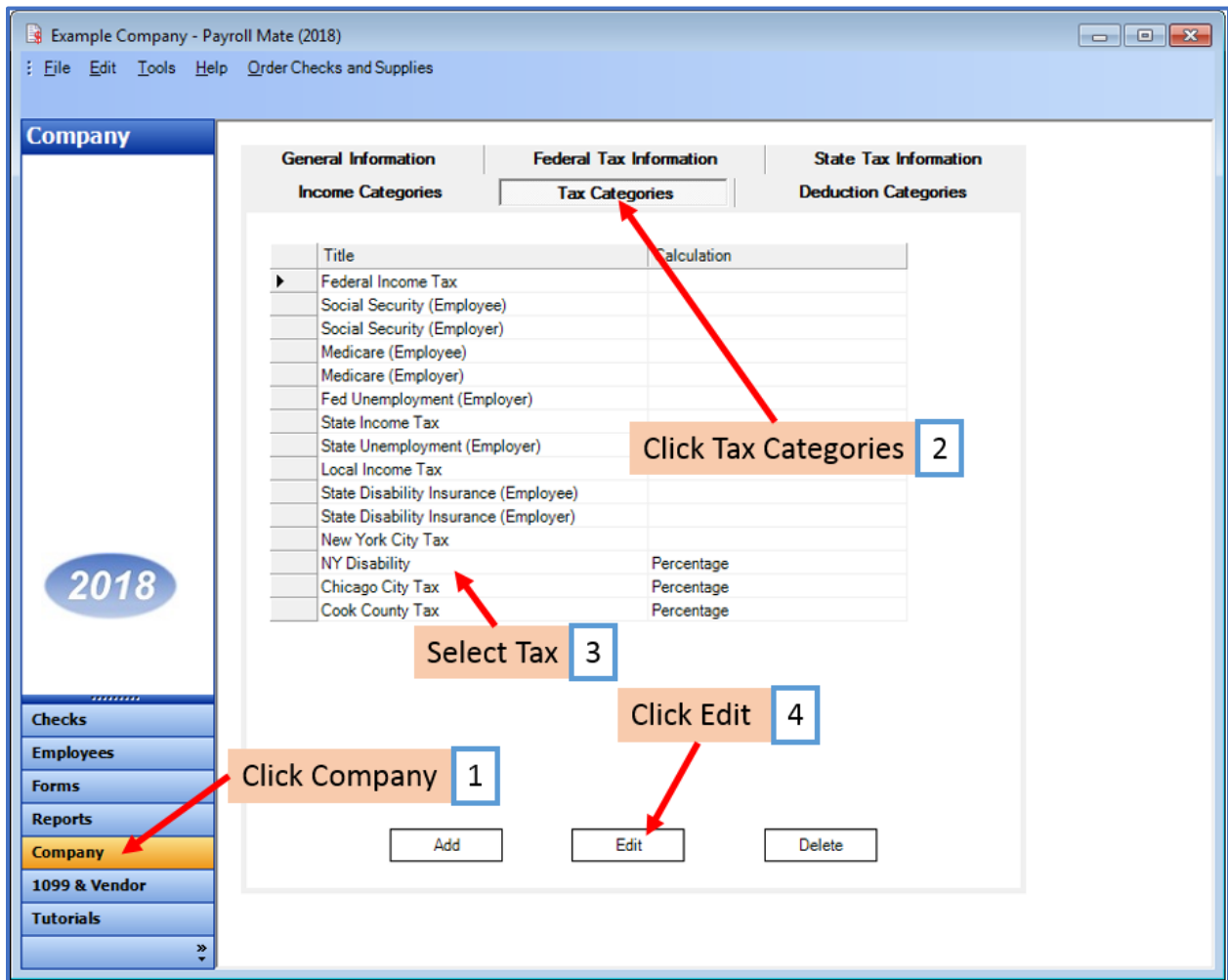
When you check any of the taxes in the list below you are lowering the taxable wages for that tax by the amount of the deduction you are creating here.

Exemptions

Click OK 7

*Tax Category

1. Inside Payroll Mate Software Click Company from Shortcuts
2. Click Tax Categories
3. Select correct tax category
4. Click Edit



5. Edit W2 Options as needed

6. Click OK

