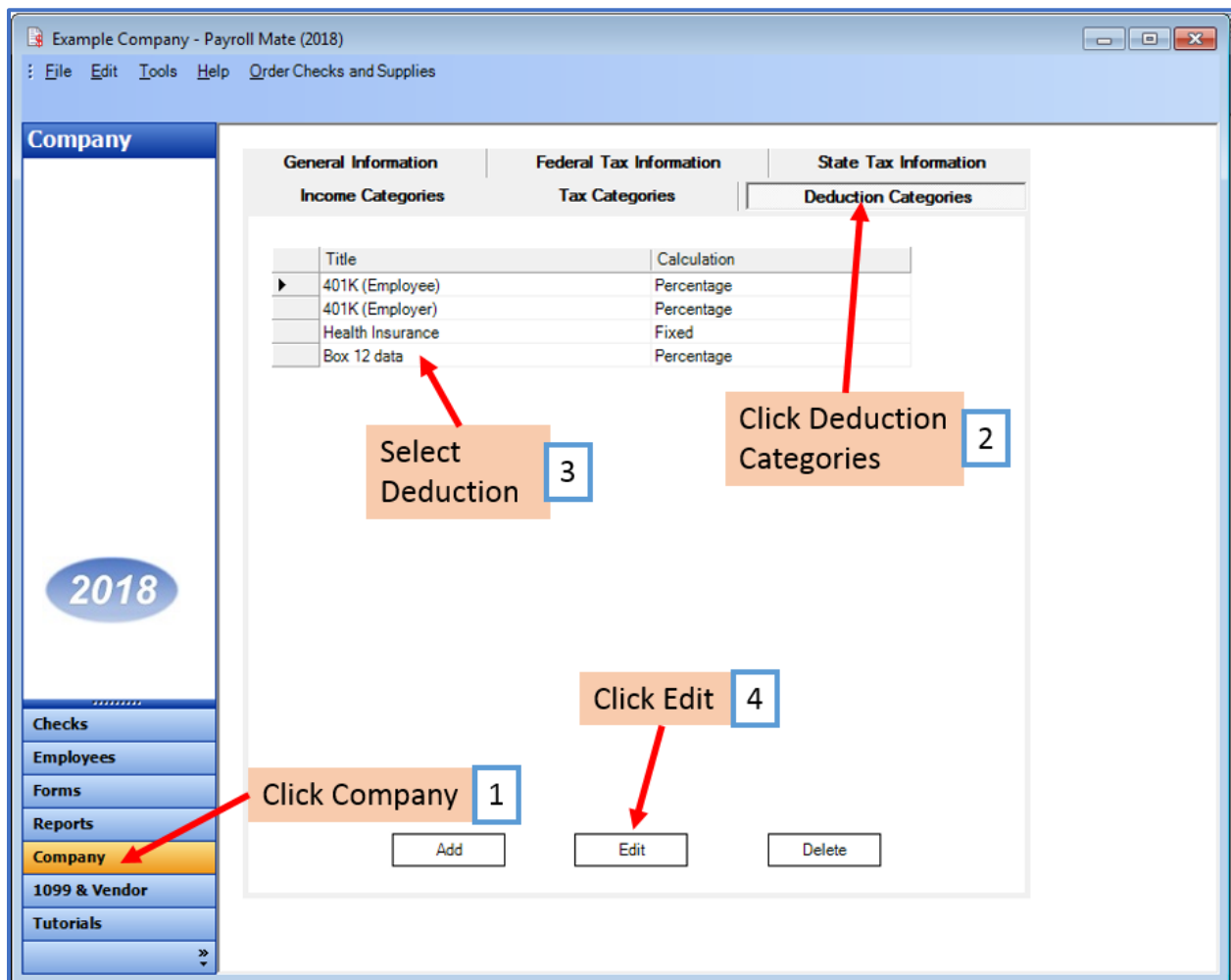# How to Edit W2 Form Box 12 and/or 14 in Payroll Mate

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

6. Enter W2 code to use for box

7. Click OK

*Tax Category

1. Inside Payroll Mate Software Click Company from Shortcuts

2. Click Tax Categories

3. Select correct tax category

4. Click Edit
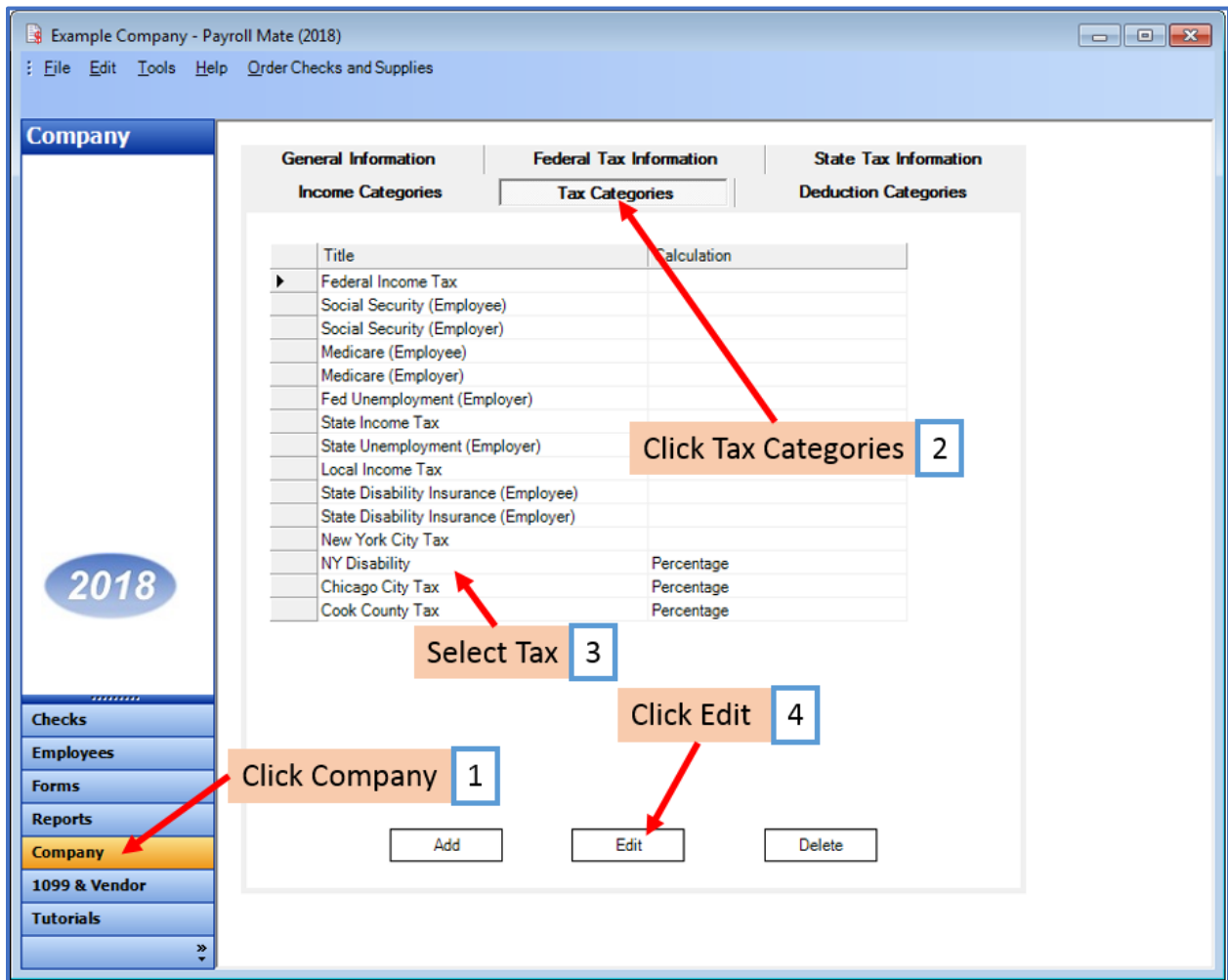
5. Edit W2 Options as needed

6. Click OK