# 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	5			
Title:	Box 12 data	Calculation:	Percentage	
Abbreviation:	Box 12 data	Paid by:	Employee	•
Default Quarterly Rates	s: 1.500C 1.500C 1.500C 1.500C	Cutoff:	Le fo	eave Blank r No Cutoff
W-2 Options Use on Box Use on Box	10 (Dependent Care Benefits) 12 14 (Other)	Selec	t W2 Optio	ons 5
Pre-tax payroll de When you check of the deduction y Exemptions OK	eductions are deductions that lowe any of the taxes in the list below y you are creating here.	r your employee ou are lowering t	's taxable wages. the taxable wages for	that tax by the amount

## 6. Enter W2 code to use for box

## 7. Click OK

Deduction Details			<b></b>
Title: Box 12 data   Abbreviation: Box 12 data	Calculation: Paid by:	Percentage Employee	•
Default Quarterly Rates: 1.5000 1.5000 1.5000 1.5000	Cutoff:	Lea for	ave Blank No Cutoff
W-2 Options Use on Box 10 (Dependent Care Benefits)	Enter I	box code	6
Use on Box 12	W-2 Code:	XXX	
Use on Box 14 (Other)		a tavabla wasaa	
When you check any of the taxes in the list below yo of the deduction you are creating here. Exemptions Click OK OK Cancel	r your empioyee ou are lowering t	s taxable wages. he taxable wages for t	hat tax by the amount

#### \*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

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mpany	General Information	Federal Tax Information	State Tax Information
	Income Categories	Tax Categories	Deduction Categories
		-	
	Title	Title Calculation	
	Federal Income Tax	Federal Income Tax	
	Social Security (Employee)		
	Tay Details	yer)	
2018			
	Title	1	
			=
	Abbreviation:		
	Calculation:	Percentage	*
	Quarterly Rates:		
			Leave Blank for No Wage Base
	May Amount par Chacky		Leave Blank if No
	Max Amount per Check.		Max
	Paid by:	Employee	•
	W-2 Options		
	W-2 Box 12 Code:	Edit V	N2 Options 5
	W-2 Box 14		
	Abbreviation:		
	Use on Box 19 (Loca	l income tax)	
	Inactive	Inactive Click OK 6	