

HOW TO PRINT A W2 COPY A FOR MAILING TO THE SSA

Question

PLEASE REFER TO THE STEPS BELOW:

Answer

Please note: The IRS/SSA have made some changes in regards to the paper filing threshold. To find out if these changes affect you and your method of filing, please refer to the IRS and SSA website. Not following the IRS/SSA filing mandates can result in delayed submissions and fines.

To Print W2 Copy A you have two methods:

- A. Using Payroll Mate Option #1 – Using this option you can print W2 and W3 Copy A on blank paper using regular black and white printer.
- B. Using Payroll Mate you can print on pre-printed red W2 and W3 forms

Method A requires the purchase of Payroll Mate Option #1. This will support printing W2 Copy A on blank paper (SSA Approved). To purchase this optional feature please visit the buy page and purchase Payroll Mate Option #1 for the exact tax year.

Method B gives the user the ability to print on red pre-printed W2 and W3 forms. This method does not require the purchase of Payroll Mate Option #1.

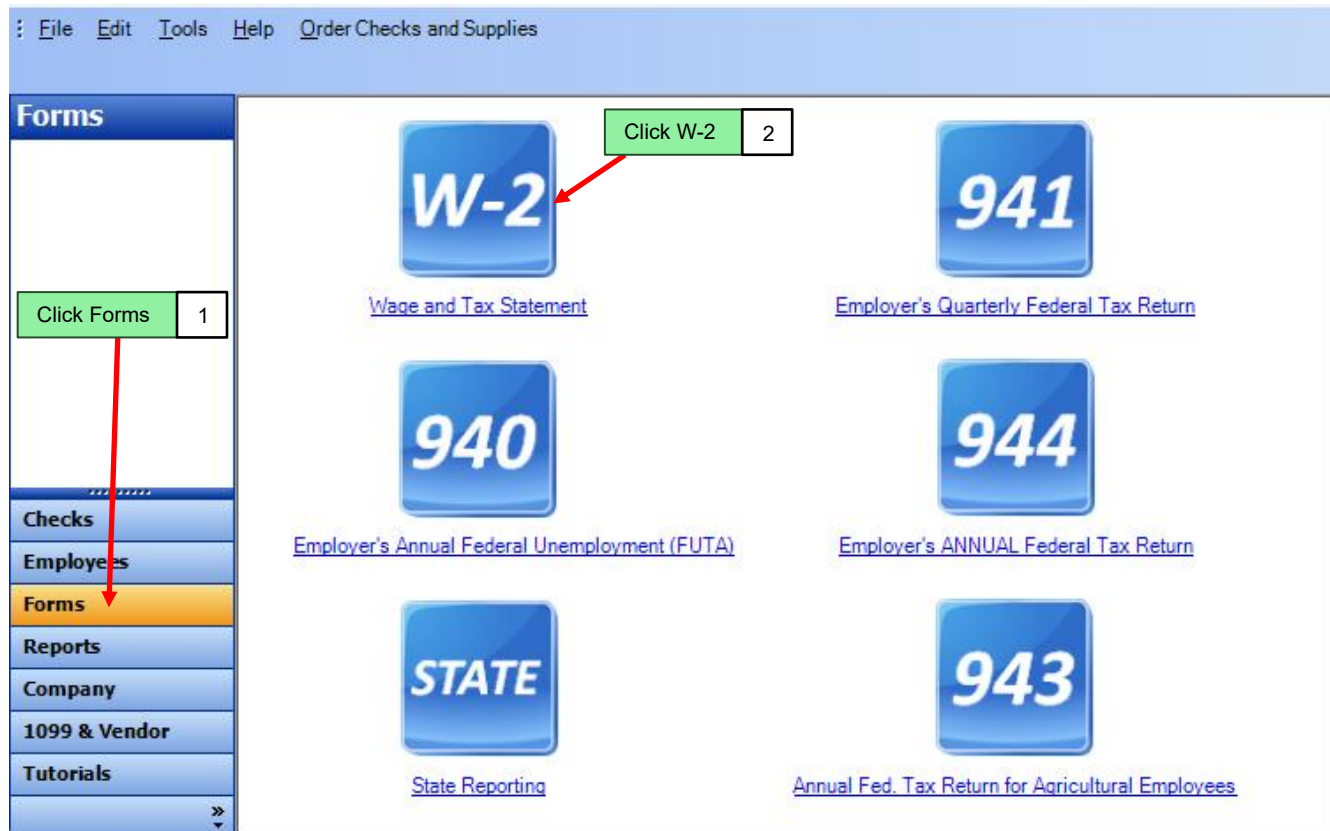
Please note this method requires the purchase of the red pre-printed forms. Real Business Solutions does not sell these forms. To purchase forms that are compatible to Payroll Mate follow the link below to make your purchase.

<https://www.realbusinesssolutionsforms.com/>

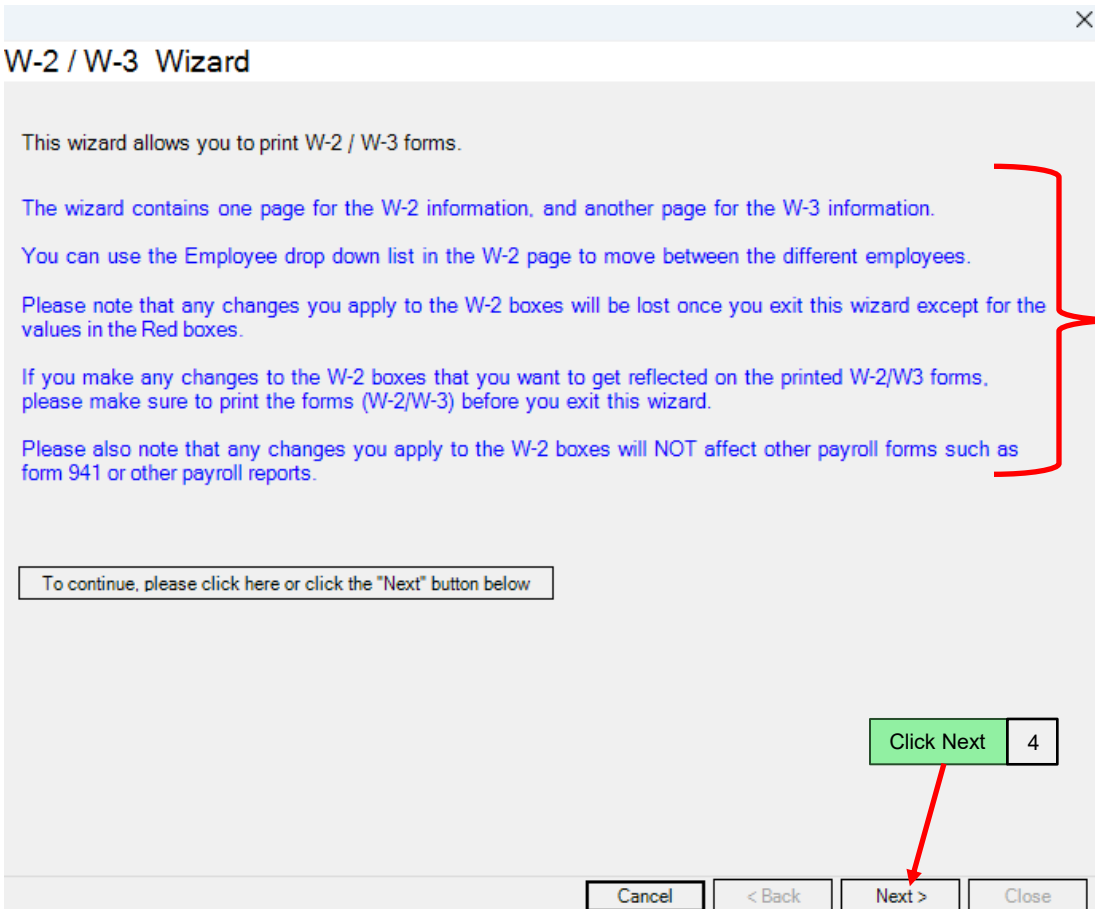
It is not required to purchase forms from this 3rd party vendor but we cannot guarantee that any other vendor forms are compatible to Payroll Mate.

Make sure you are in the correct company.

1. Click **Forms**
2. Click **W-2** (Wages and Tax Statement)



3. W-2 / W-3 Wizard dialog box will appear, **Read Carefully**
4. Click **Next**



W-2 / W-3 Wizard

This wizard allows you to print W-2 / W-3 forms.

The wizard contains one page for the W-2 information, and another page for the W-3 information.

You can use the Employee drop down list in the W-2 page to move between the different employees.

Please note that any changes you apply to the W-2 boxes will be lost once you exit this wizard except for the values in the Red boxes.

If you make any changes to the W-2 boxes that you want to get reflected on the printed W-2/W3 forms, please make sure to print the forms (W-2/W-3) before you exit this wizard.

Please also note that any changes you apply to the W-2 boxes will NOT affect other payroll forms such as form 941 or other payroll reports.

To continue, please click here or click the "Next" button below

Click Next 4

Cancel < Back Next > Close

Read Carefully 3

5. Use the drop down to **Select an Employee** you would like to print the W2 for
6. Click **Print**

Select an Employee

5

Click Print

6

×

W-2 Page

Employee [Use this drop-down list to move between different employees]

Smith, Wilson [SSN: 111-11-1111]
▼

Click Here to Continue to the W-3 form

W2

Preview
Print
Override Calculations

You can preview the form before you print

1 Wages, tips, and other compensation

3807.70

5 Medicare wages and tips

3807.70

7 Social security tips

0.00

Box 9 is no longer in use

11 Nonqualified plans

0.00

13 Statutory Retirement Third-party
employee plan sick pay

☐
☐
☒

2 Federal income tax withheld

426.10

4 Social security tax withheld

236.08

6 Medicare tax withheld

55.21

8 Allocated tips

0.00

10 Dependent care benefits

0.00

See instructions for box 12

	Code	Amount
12 a	D	265.39
12 b		
12 c		
12 d		

14 Other

SDI	0.00

15 State

IL	
----	--

Employer's state ID number

xxxxxxxx	
----------	--

16 State wages, tips, etc.

3542.31	
---------	--

17 State income tax

180.35	
--------	--

18 Local wages, tips, etc.

3807.70	
---------	--

19 Local income tax

200.00	
--------	--

20 Locality name

--	--

Cancel
< Back
Next >
Close

7. Read the Friendly Reminder About Paper Filing that appears
8. Click I Understand

Read the Friendly Reminder

7

W-2 Page

Employee [Use this drop-down list to move between different employees]

Smith, Wilson [SSN: 111-11-1111]

Click Here to Continue to the W-3 form

Attention

Friendly Reminder About Paper Filing

The SSA / IRS recently made changes that require more employers to file W-2 forms electronically (e-File).

It's your responsibility to review the latest SSA / IRS requirements and decide if you have to file W2 forms with the federal government electronically or you can file on paper.

1 Wages, tips, other compensation

2 Federal income tax withheld

14 Other

501

0.00

5 Medicare wages and tips

6 Medicare tax withheld

You can contact the SSA to understand the W2 electronic filing requirements.

Phone: 1-800-772-6270

8 Allocated tips

Employer's state ID number

000000

E-mail: employerinfo@ssa.gov

<https://www.ssa.gov/employer/empcontacts.htm>

16 State wages, tips, etc.

3542.31

11 Nonqualified plans

See instructions for box 12

17 State income tax

100.35

Do not contact the Payroll Mate support team about this message, they can't and will not be able to help you.

I understand

Click I understand

8

Cancel

< Back

Next >

Close

9. **Select the type of paper to print:**
 - A. Print Government Copy for Social Security Administration on Regular White Paper (SSA Approved)
 - B. Print Data Only on Pre-printed Form
10. Click **OK**

Select the type of paper to print

9

W-2 Page

Employee [\[Use this drop-down list to move between different employees\]](#)

Smith, Wilson [SSN: 111-11-1111] Click Here to Continue to the W-3 form

W2

Preview
Print
Override Calculations

1 Wages, tips, other compensation

3542.31

3 Social Security tax

3807.70

5 Medicare tax

3807.70

7 Social Security tax on tips

0.00

Box 9 is not used

11 Nonqualified plan income

0.00

13 Statutory employee

Set W2 Print Options

Print W2 Data for

☒ Current Employee

☐ All Employees

Type of Paper

☒ Print Government Copy for Social Security Administration on Regular White Paper (SSA Approved)

☐ Print Data Only on Pre-printed Form

☐ Print Other Copy: Copy B-Employee Federal

Offset

Horizontal (inch)

0.00 ☐ Left ☐ Right

Vertical (inch)

0.00 ☐ Up ☐ Down

State ID Font Size

7

OK
Cancel

12 a

12 b

12 c

12 d

tax

20 Locality name

Cancel
< Back
Next >
Close

11. **Select your printer**
12. Click **OK**

