

HOW TO PRINT A W-2 FORM COPY B, C, D, 1 AND 2

Question

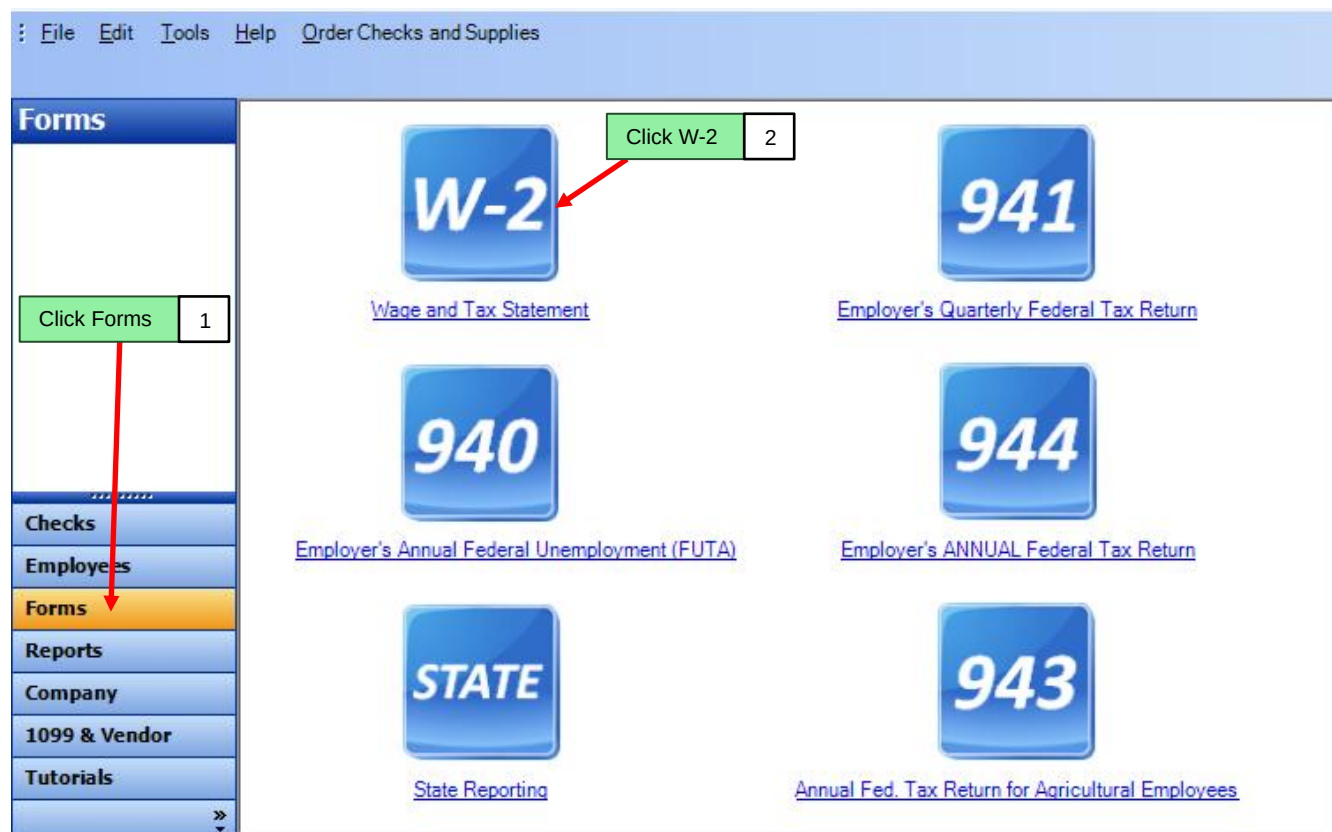
PLEASE REFER TO THE STEPS BELOW:

Answer

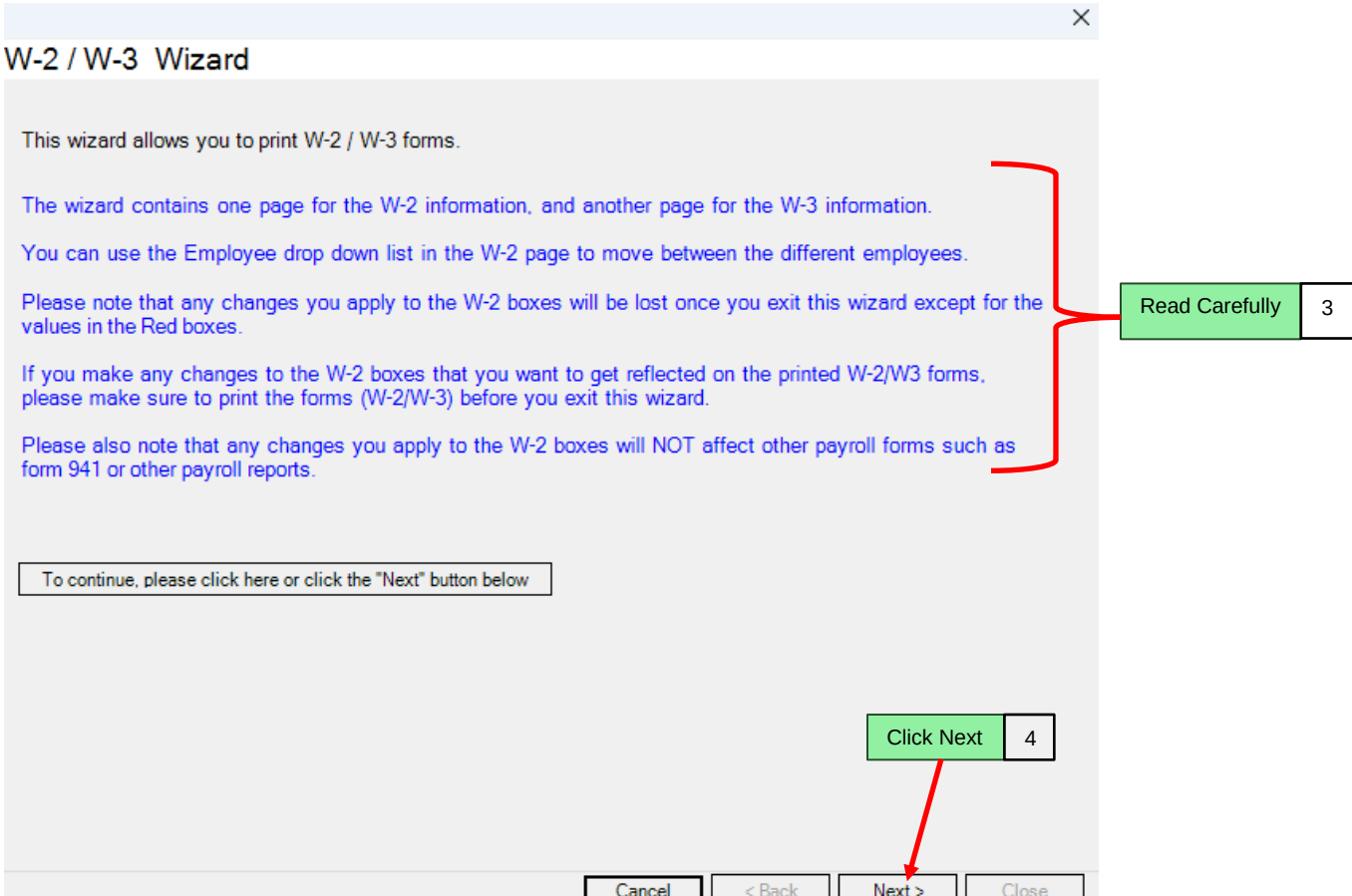
If you purchase **Payroll Mate Option #1 (Print W2 Copy A & W3 on blank paper using Payroll Mate)** you will be able to print 4 copies to a sheet.

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**



The screenshot shows the 'W-2 / W-3 Wizard' dialog box. It contains instructions for using the wizard to print W-2 and W-3 forms. A red bracket on the right side of the text area points to a green box labeled 'Read Carefully' with a small white box containing the number '3'. Below the text area, there is a button labeled 'Click Next' with a small white box containing the number '4'. A red arrow points from this button to the 'Next >' button in the bottom navigation bar. The bottom navigation bar also includes 'Cancel', '< Back', and 'Close' buttons.

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

Read Carefully 3

Click Next 4

Cancel < Back Next > Close

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

Print

Override Calculations

1 Wages, tips, other compensation
35 3807.70

5 Medicare wages and tips
38 3807.70

7 Social security tips
0.00

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 xxxxxxx

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

You can preview the form before you print

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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.

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

Phone: 1-800-772-6270

E-mail: employerinfo@ssa.gov

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

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. Click on the down arrow to **pick which form you would like to print** (W2 Copy B,C,D,1 AND 2)
10. Click **OK**

Click OK

Pick which form you would like to print

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

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

Copy 1-State

Copy 2-Employee State

Copy B-Employee Federal

Copy C-Employee Records

Copy D-Employee

Copies B, C and 2 [4-Up Format]

Instructions for Copy B

Instructions for Copy C

Instructions for Copy 2

Instructions for Copy D

Offset

Horizontal (inch)

☐ Left ☐ Right

Vertical (inch)

☐ Up ☐ Down

11 Nonqualified	0.00						
13 Statutory Retirement Third-party sick pay							
☐	☐	☒					

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

18 Local wages, tips, etc.

19 Local income tax

20 Locality name

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

