

HOW TO PRINT FORM W3

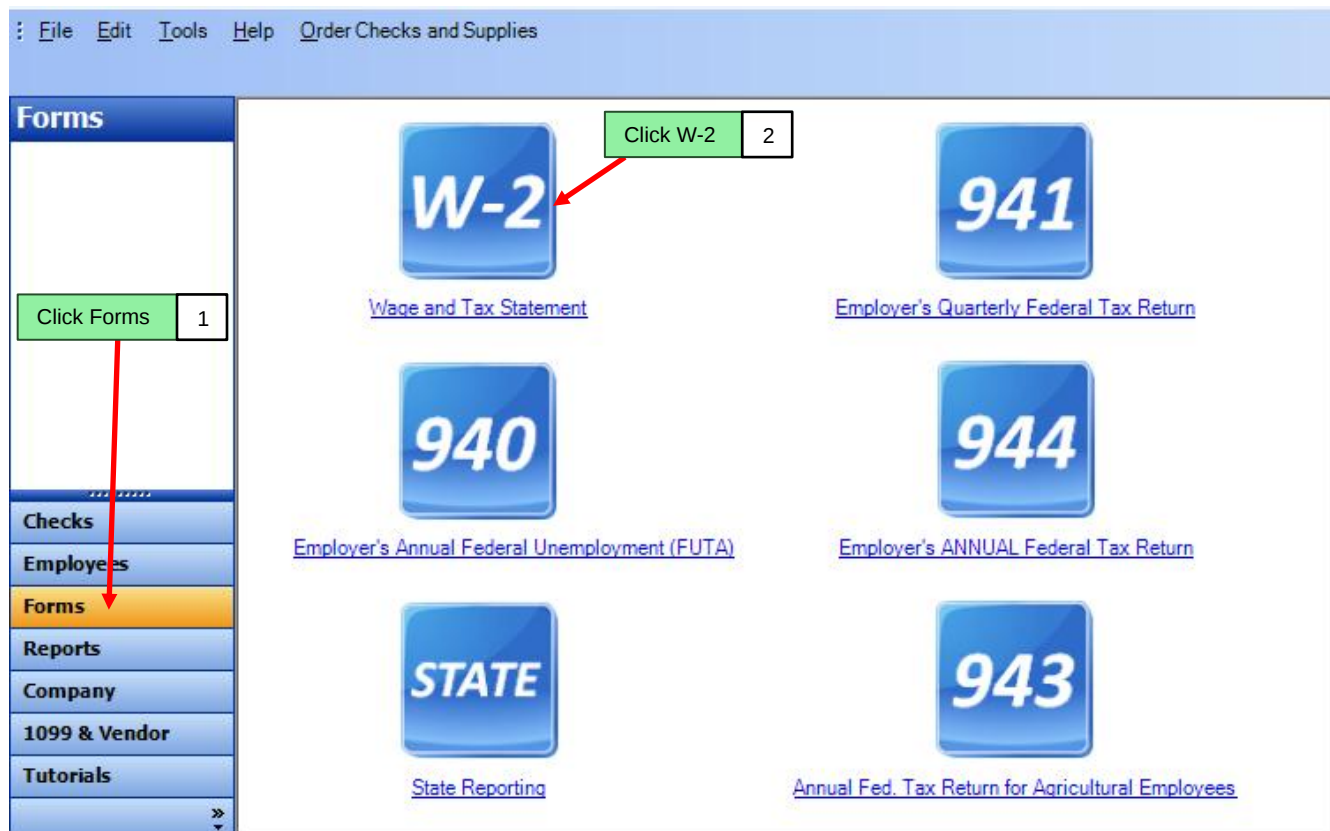
Question

PLEASE REFER TO THE STEPS BELOW:

Answer

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

Click Next 4

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5. Click on **Click Here to Continue to the W-3 form**

Click on Click Here to Continue to the W-3 form 5

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](#)

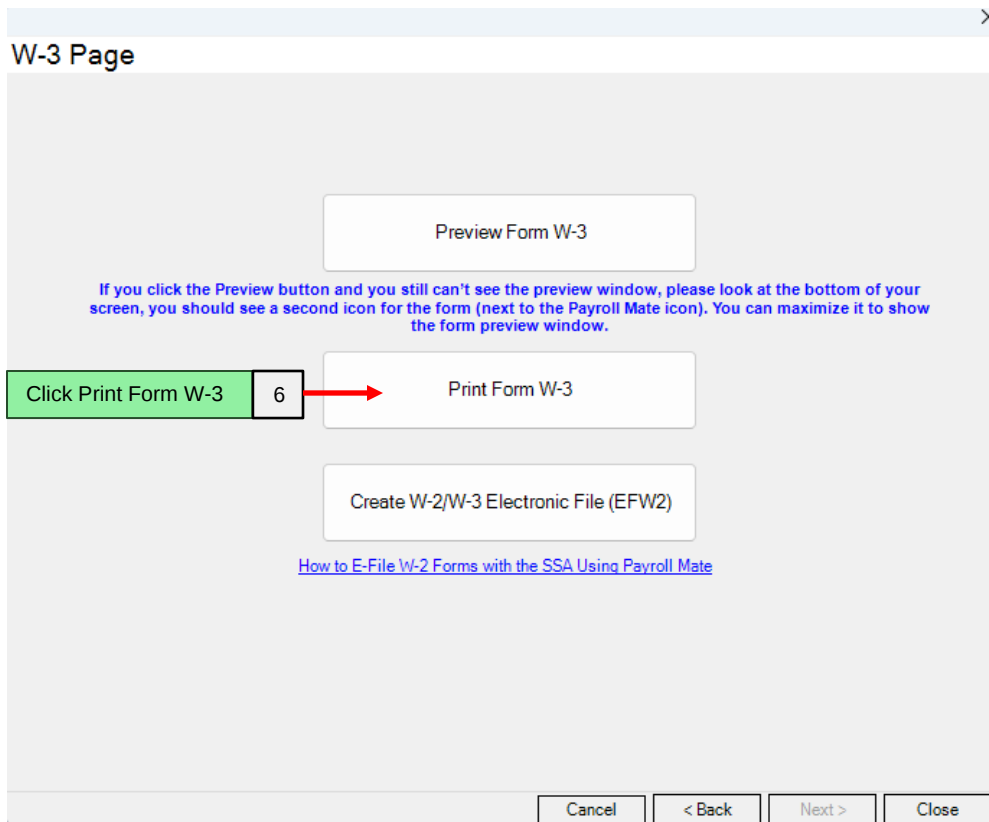
W2

Preview
Print
Override Calculations

1 Wages, tips, other compensation 3542.31 3 Social security wages 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 <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 20%;">Code</th> <th style="width: 10%;">Amount</th> </tr> </thead> <tbody> <tr> <td>12 a</td> <td>D</td> <td>265.39</td> </tr> <tr> <td>12 b</td> <td></td> <td></td> </tr> <tr> <td>12 c</td> <td></td> <td></td> </tr> <tr> <td>12 d</td> <td></td> <td></td> </tr> </tbody> </table>		Code	Amount	12 a	D	265.39	12 b			12 c			12 d			14 Other <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">SDI</td> <td style="width: 20%;">0.00</td> <td style="width: 20%;"></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table> 15 State <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">IL</td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> </table> Employer's state ID number <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">xxxxxxxx</td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> </table> 16 State wages, tips, etc. <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">3542.31</td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> </table> 17 State income tax <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">180.35</td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> </table> 18 Local wages, tips, etc. <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">3807.70</td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> </table> 19 Local income tax <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">200.00</td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> </table> 20 Locality name <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> </table>	SDI	0.00								IL			xxxxxxxx			3542.31			180.35			3807.70			200.00					
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Cancel
< Back
Next >
Close

6. Click **Print Form W-3** to print



W-3 Page

Preview Form W-3

If you click the Preview button and you still can't see the preview window, please look at the bottom of your screen, you should see a second icon for the form (next to the Payroll Mate icon). You can maximize it to show the form preview window.

Click Print Form W-3 6 → Print Form W-3

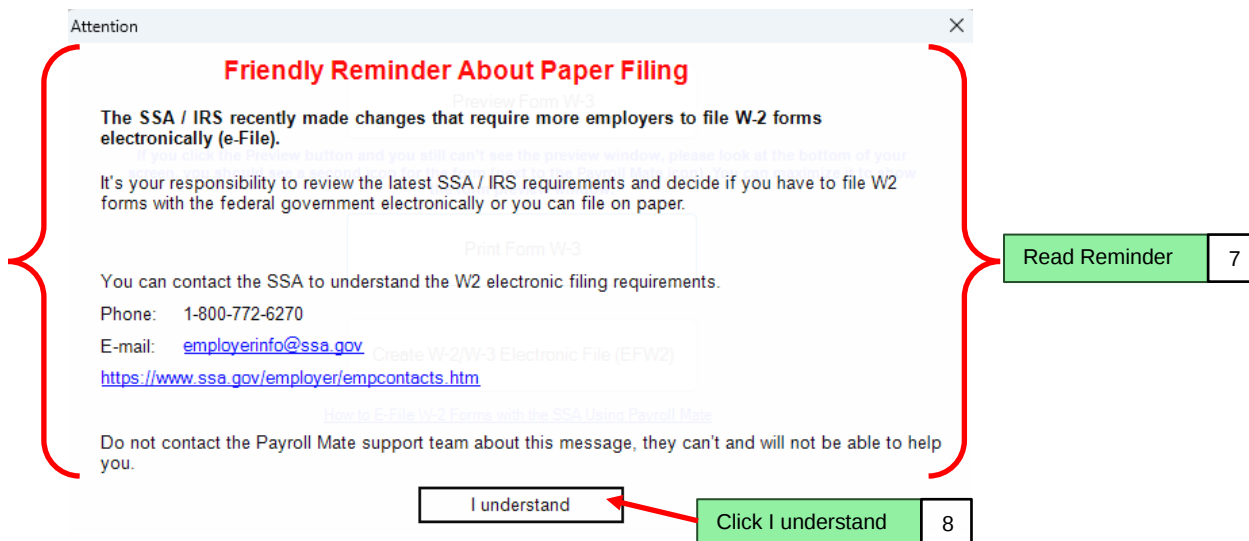
Create W-2/W-3 Electronic File (EFW2)

[How to E-File W-2 Forms with the SSA Using Payroll Mate](#)

Cancel < Back Next > Close

7. Read **Friendly Reminder About Paper Filing**

8. Click **I understand**



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>

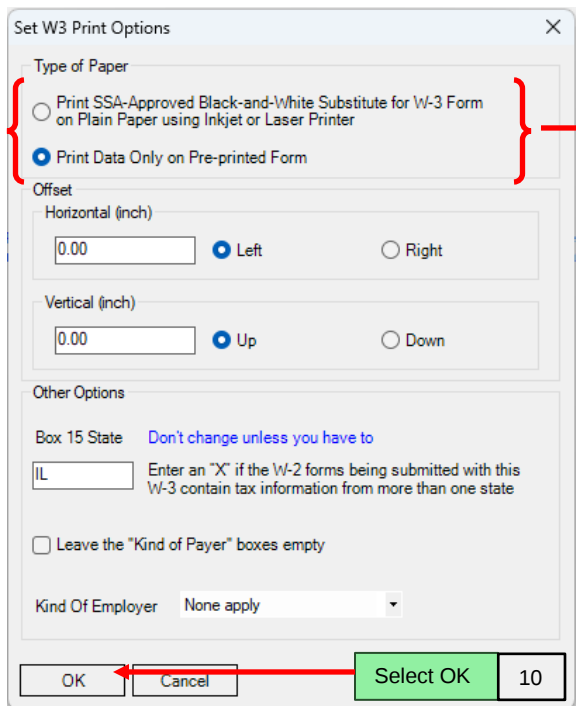
Do not contact the Payroll Mate support team about this message, they can't and will not be able to help you.

Read Reminder 7

I understand ← Click I understand 8

9. Make Paper Selection

10. Click OK



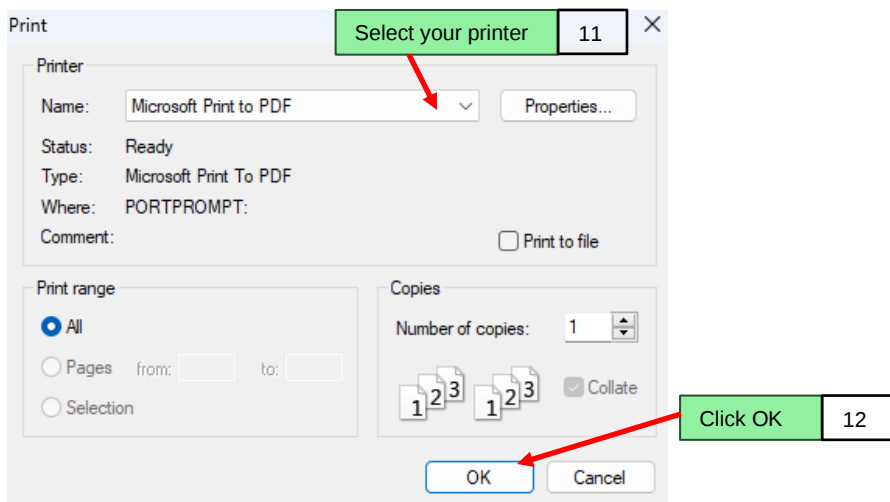
The "Set W3 Print Options" dialog box is shown. A red bracket highlights the "Type of Paper" section, which contains two radio buttons: "Print SSA-Approved Black-and-White Substitute for W-3 Form on Plain Paper using Inkjet or Laser Printer" (unselected) and "Print Data Only on Pre-printed Form" (selected). A red arrow points from the "Print Data Only on Pre-printed Form" option to a green callout box labeled "Make Paper Selection" with the number 9. Below the "Type of Paper" section, the "Offset" section shows "Horizontal (inch)" set to 0.00 with "Left" selected, and "Vertical (inch)" set to 0.00 with "Up" selected. The "Other Options" section includes a "Box 15 State" dropdown set to "IL", a checkbox for "Leave the 'Kind of Payer' boxes empty" (unchecked), and a "Kind Of Employer" dropdown set to "None apply". At the bottom, there are "OK", "Cancel", and "Select OK" buttons. A red arrow points from the "Select OK" button to a green callout box labeled "Select OK" with the number 10.

Make Paper Selection

9

11. Select your printer

12. Click OK



The "Print" dialog box is shown. A red arrow points from a green callout box labeled "Select your printer" with the number 11 to the printer selection dropdown menu, which is currently set to "Microsoft Print to PDF". Below the printer information, the "Print range" section has "All" selected. The "Copies" section shows "Number of copies" set to 1 and "Collate" checked. At the bottom, there are "OK" and "Cancel" buttons. A red arrow points from the "OK" button to a green callout box labeled "Click OK" with the number 12.

Click OK

12