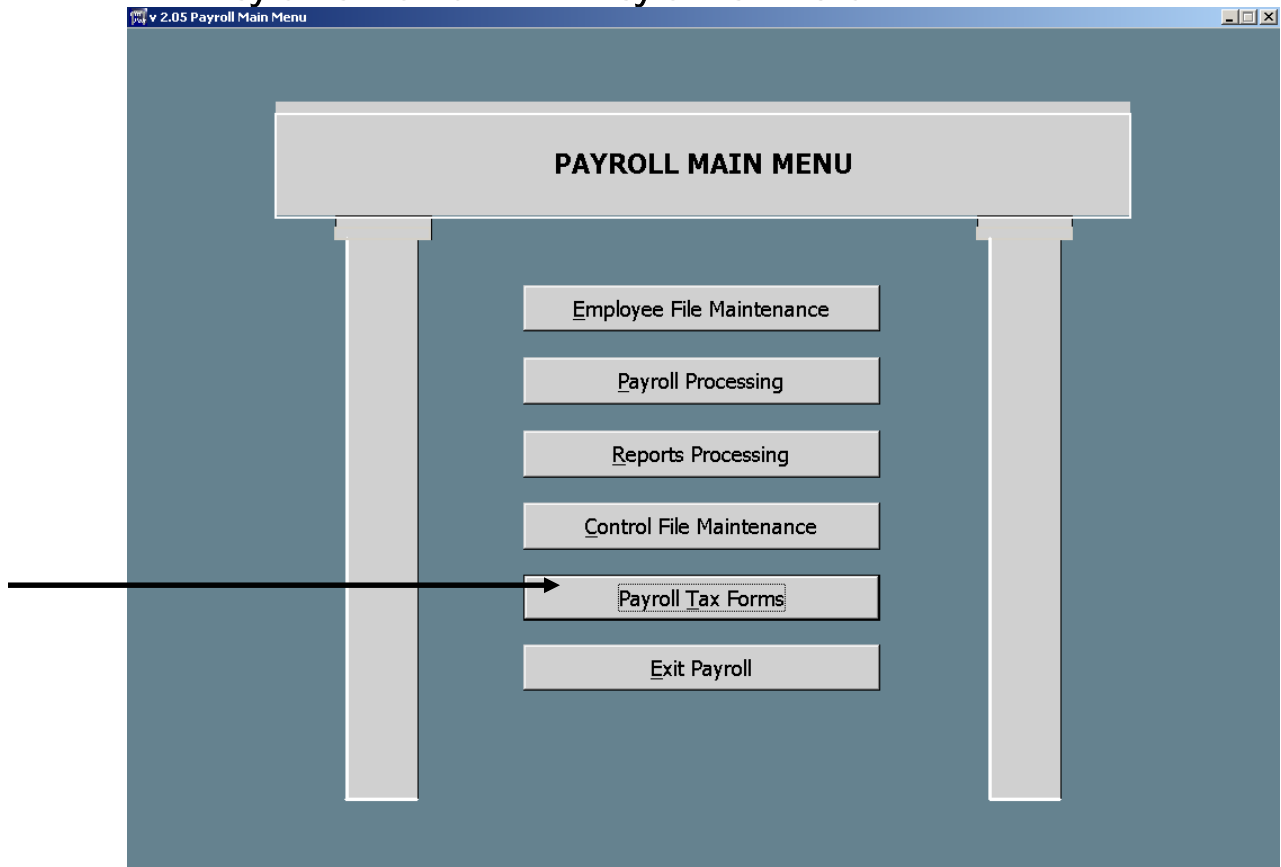


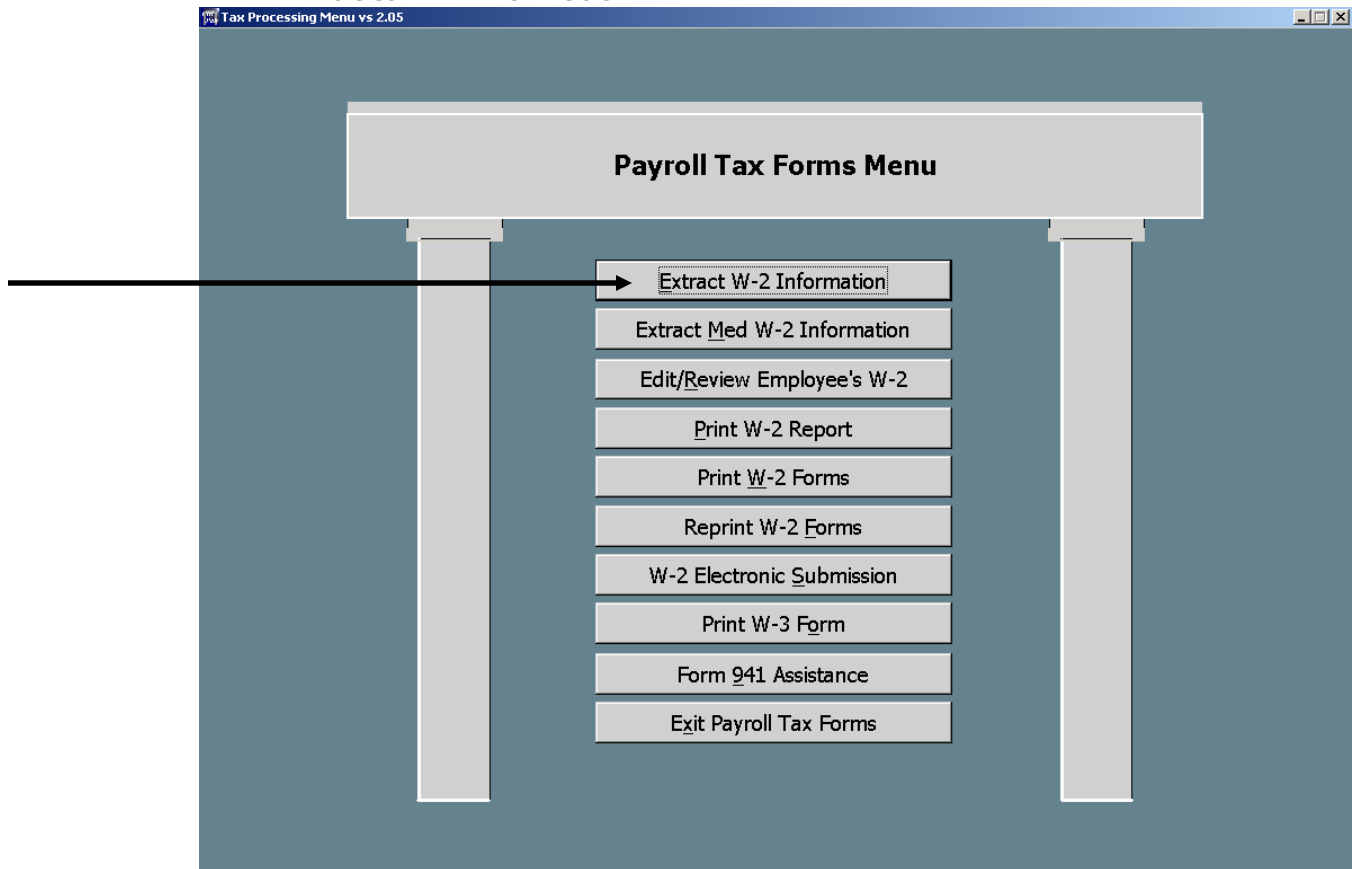


How to Process W-2 Forms

1. Select **Payroll Tax Forms** from the **Payroll Main Menu**.



2. Select **Extract W-2 Information**.



3. You will see this screen:

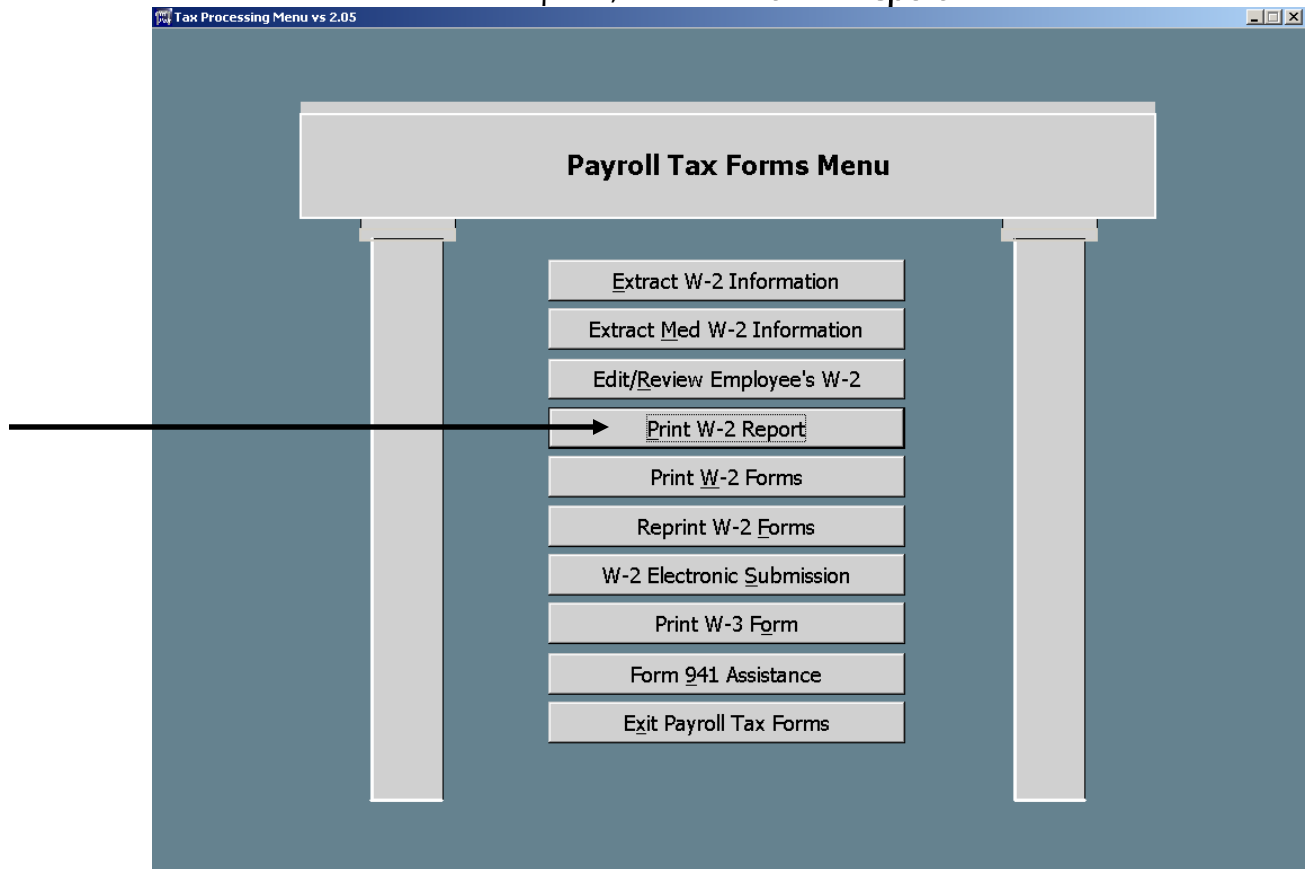
W-2 Extraction Setup

Extract Year

	Deduction	Check Box	Amount in Box	Code
1	Retirement	Pension Plan		
2	Tax Fringe			
3	Credit Un.			
4	Garnish	Pension Plan	12a	D
5	401k Ded			
6	401k Loan		14a	
7	BCBS P/T			
8	BCBS A/T			
9	Amfi Ins		14b	
10	Aflac P/T			
11	Aflac A/T			
12	Christmas			
13	Col/Libtry			
14	Ret/Concep			
15				

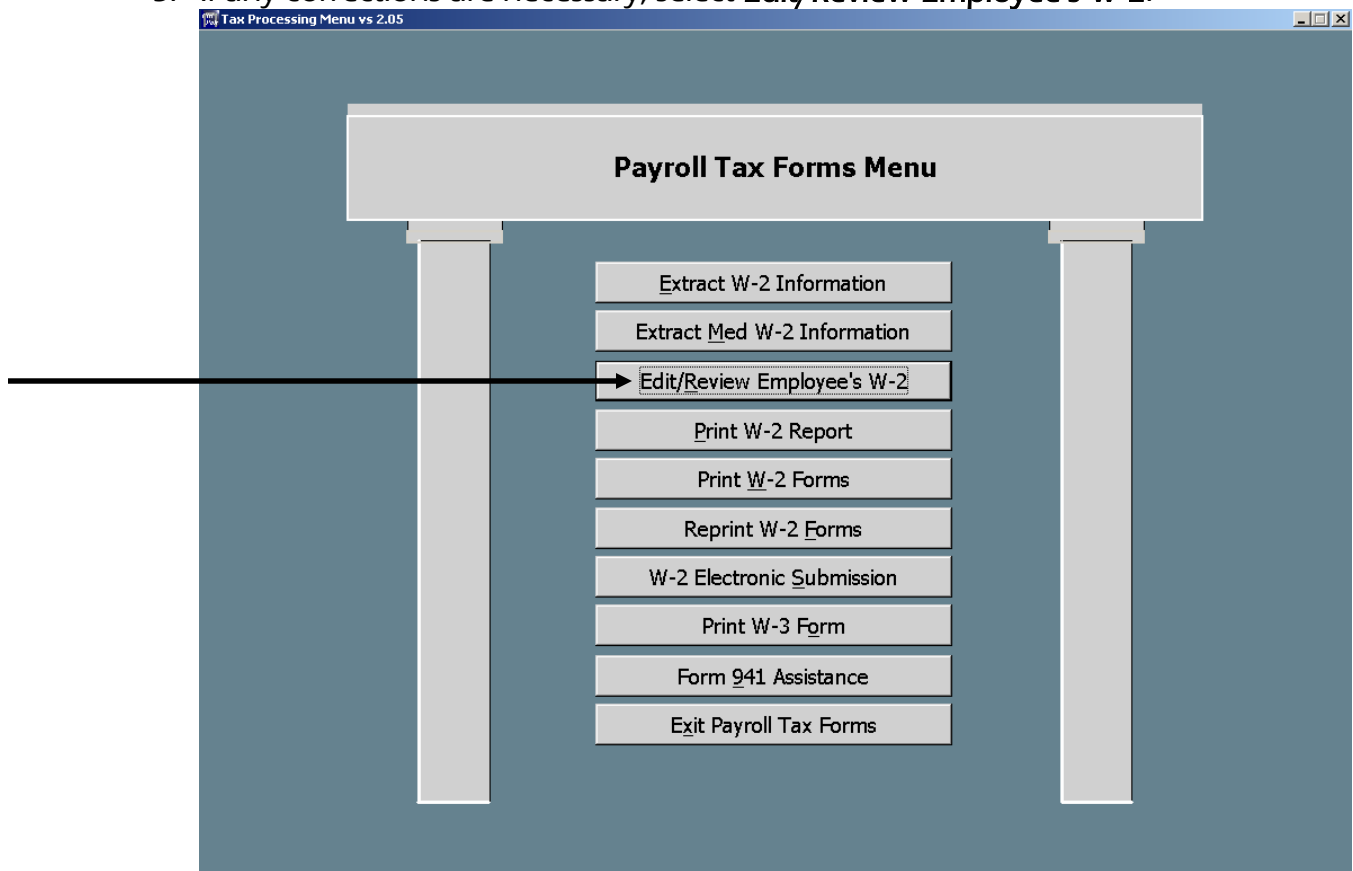
1. Select the year that you wish to extract W-2 data.
 2. For each deduction select the appropriate checkbox (pension plan or deferred compensation) or leave blank.
 3. Select the appropriate box that the total should be printed in.
 4. Enter the appropriate tax code for the deduction.
 5. Select F10 to proceed when all the options have been selected.
- NOTE:** Tax question should be directed to you auditor or CPA.

4. When the extraction is complete, select **Print W-2 Report**.



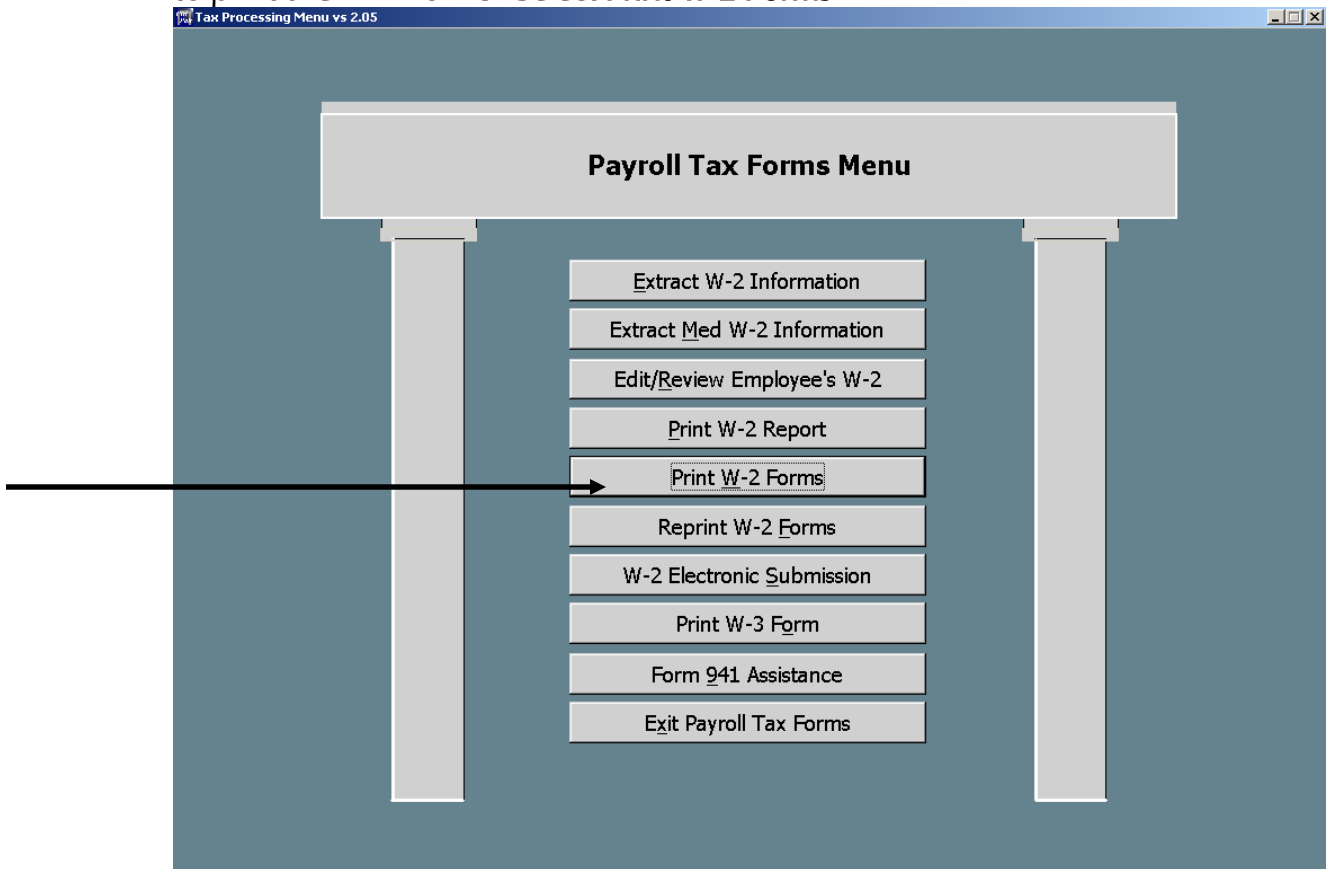
This option prints a list of all the Employee's W2 totals. Review this report and compare it to the gross wage report for the Payroll year (January – December).

5. If any corrections are necessary, select **Edit/Review Employee's W-2**.

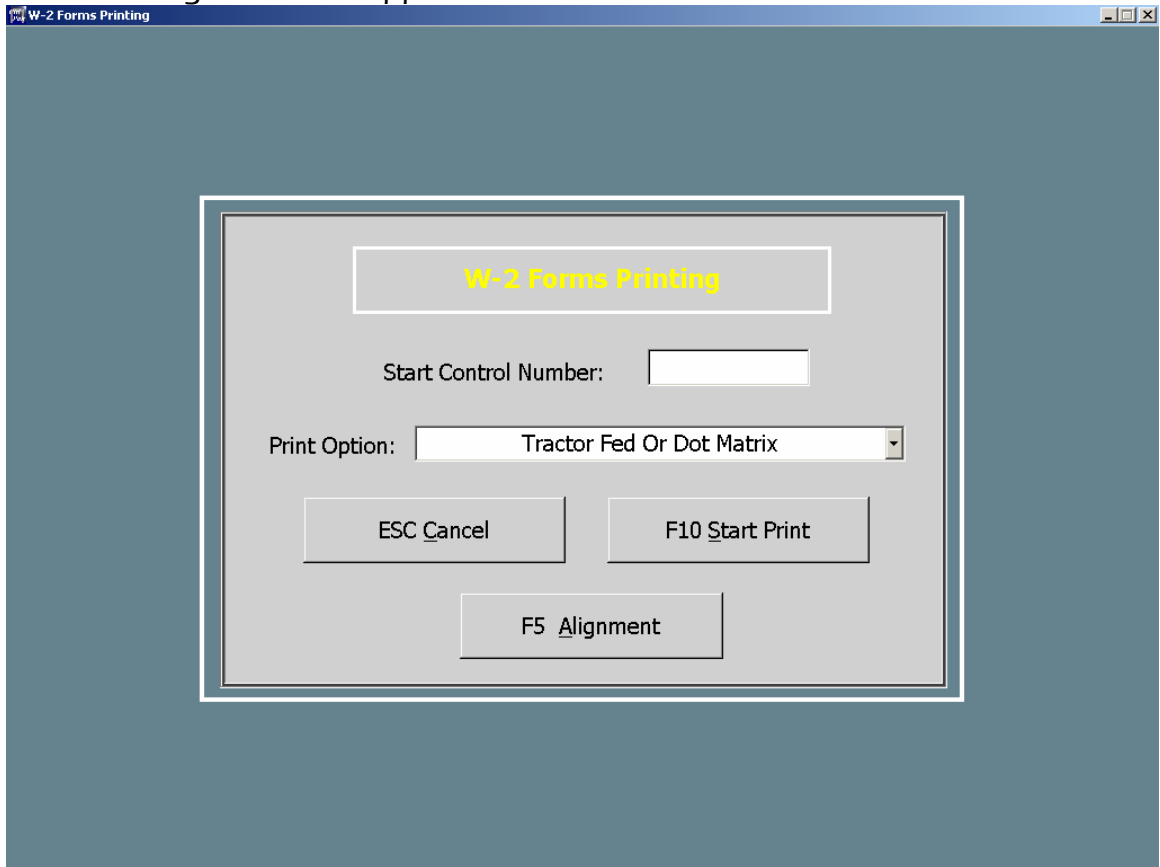


In this option, any of the W-2 employee information may be changed. If any changes are made, it is important to run the W2 Report again to verify that the W2's are now correct.

6. When you have reviewed the employee's data thoroughly, you are ready to print the W-2 Forms. Select **Print W-2 Forms**.



7. The following screen will appear:



The screenshot shows a window titled "W-2 Forms Printing" with a dark blue background. In the center, there is a light gray dialog box with a white border. At the top of this dialog box is a yellow header with the text "W-2 Forms Printing". Below the header, there is a label "Start Control Number:" followed by a white text input field. Underneath that is a label "Print Option:" followed by a dropdown menu currently displaying "Tractor Fed Or Dot Matrix". At the bottom of the dialog box, there are three buttons: "ESC Cancel" on the left, "F10 Start Print" on the right, and "F5 Alignment" centered below the other two.

1. Select the starting number.
2. Select the W-2 form format.
3. Select F5 for an alignment if a dot matrix form is selected. This is not necessary for a laser form.
4. Select F10 to print the forms to the screen.