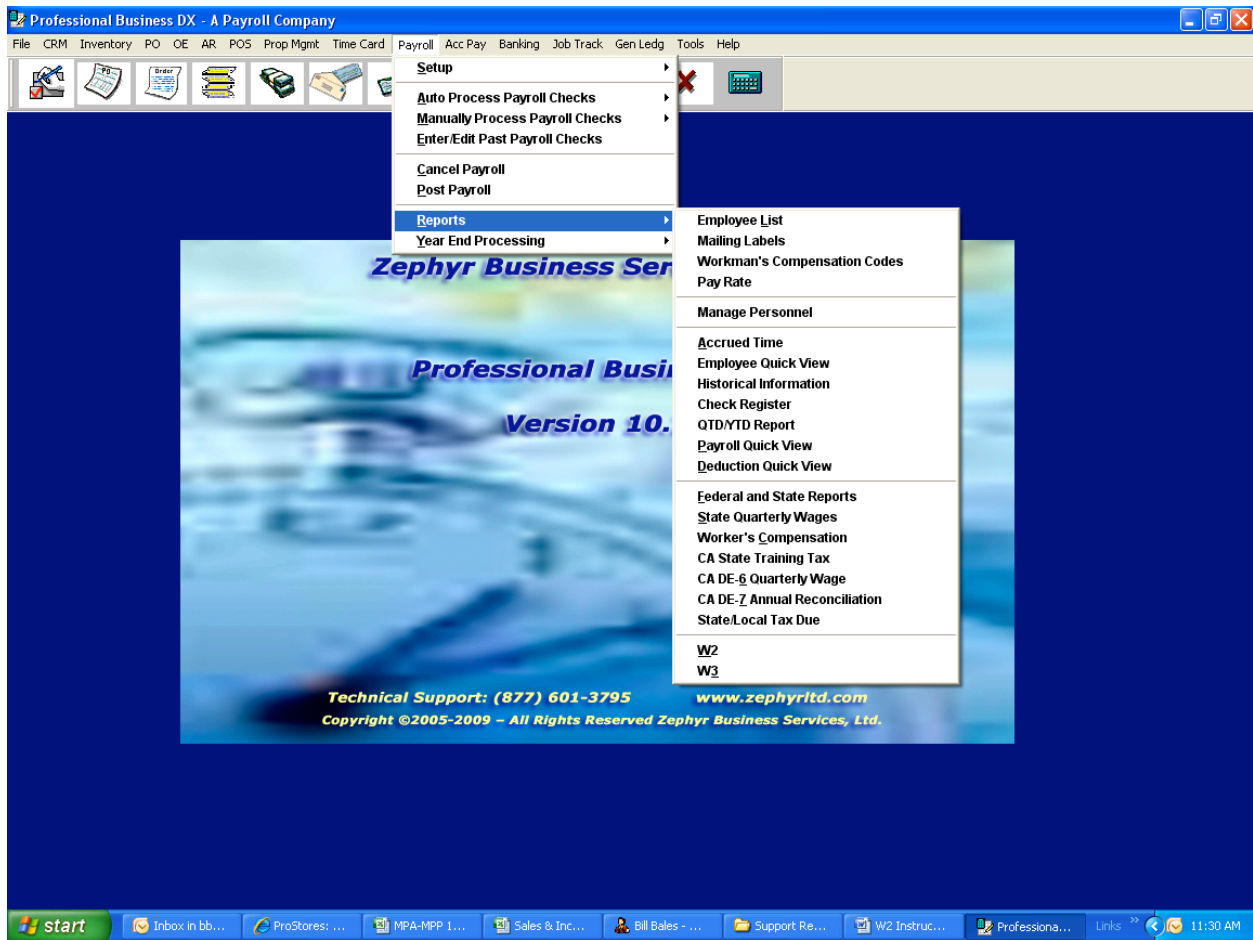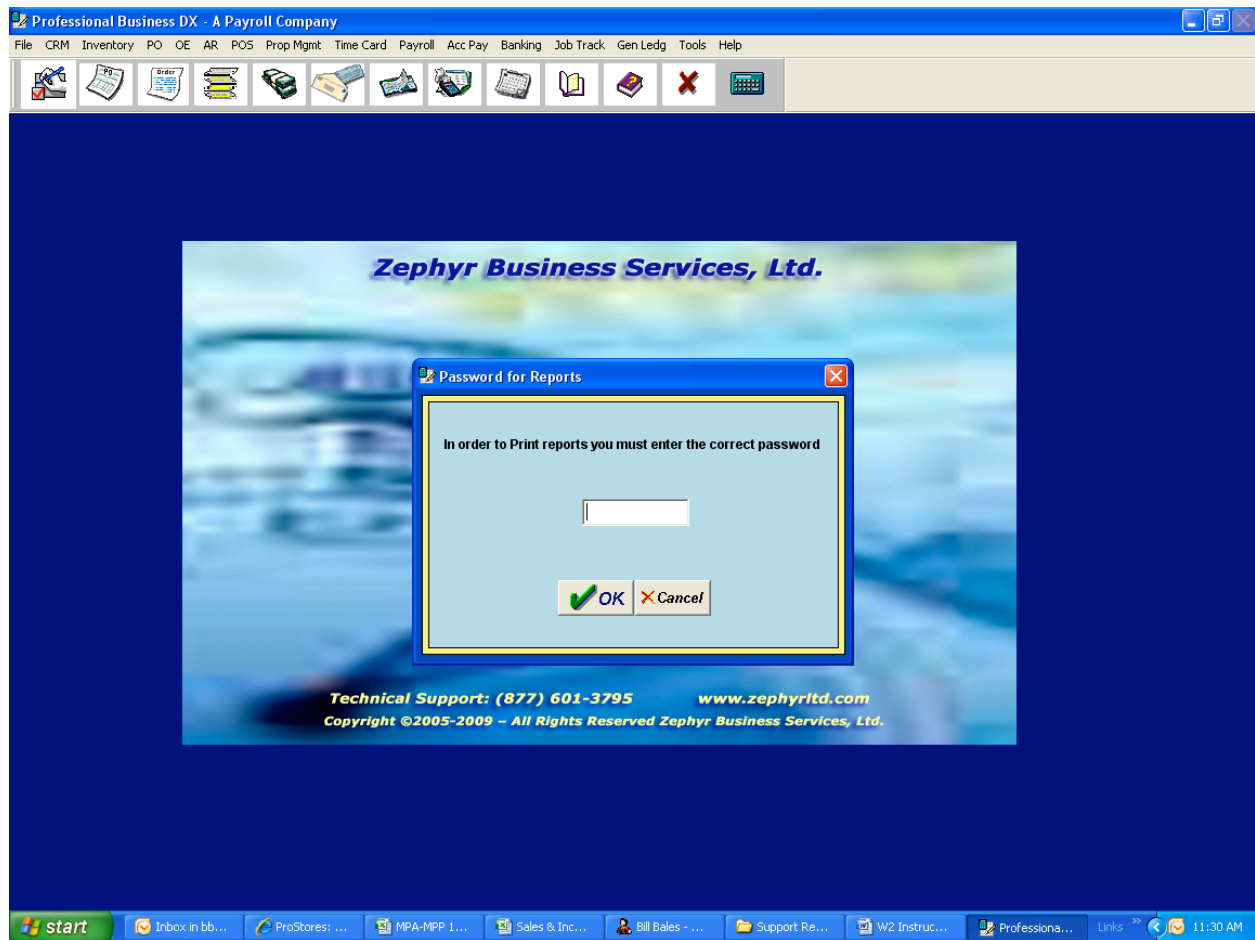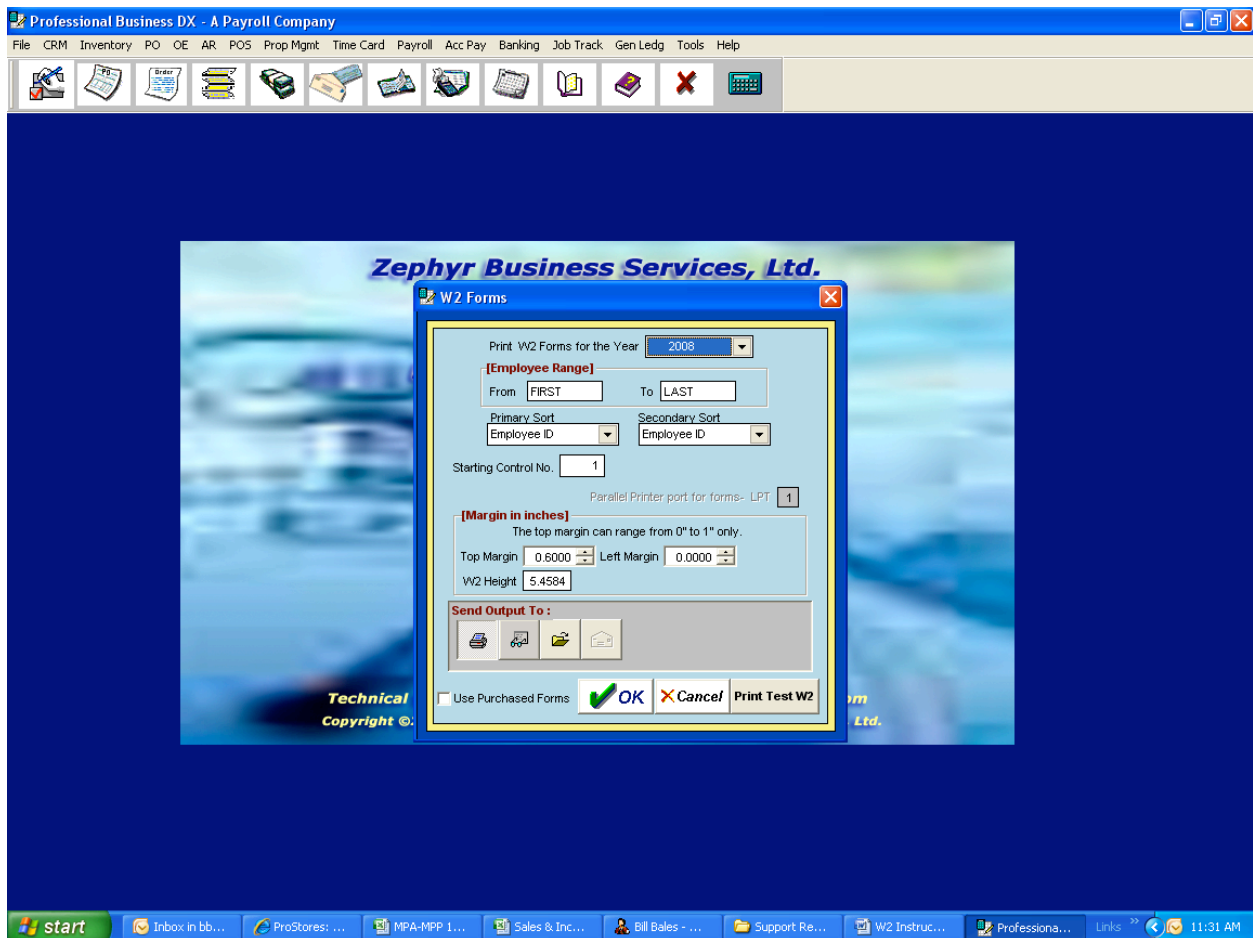# Print W2 Forms

Click on Payroll/Reports/W2
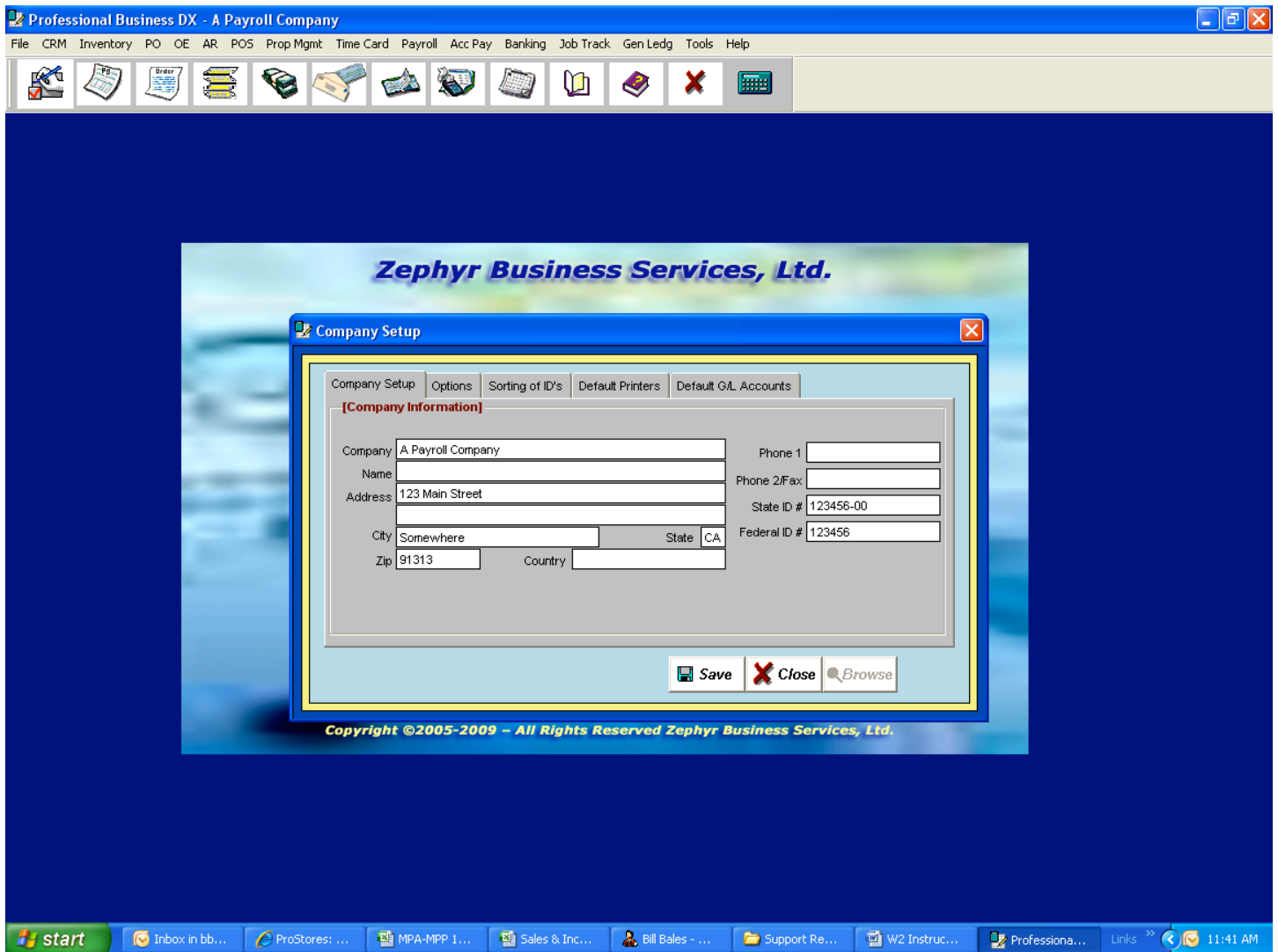
Enter your Password. If the program says you have entered the wrong password, use CUSTOMER.

On the "W2 Forms" screen un-check "Use Purchased Forms" (lower-left corner). Print as many copies as you need. We suggest 6 copies (State, Federal, your file copy, and 3 for the employee).

Make sure you click on the "Print W2 Forms for the Year" and select the correct year.

If the company address isn't printing on the W2 click on File/Company Profile/Setup. Complete all the fields including the "State ID #" and "Federal ID #".

Close the program and re-open the program. Print W2s.

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