PROCESSING & PRINTING W-2's AND W-3

THE FOLLOWING INFORMATION IS COVERED IN THIS DOCUMENT:

• Important Notes
• Processing W-2's
• Printing W-2's
• Printing W-3

IMPORTANT NOTES

⚠️**This covers the basic steps to process and print the W-2's and W-3 in versions and 17.0 and 17.5 of the payroll program.**

Before you process the W-2's you should check to make sure that your Forms are current.

Go to the **Reports** screen of the program and select a report from the list under **Print & Mail**. Preview the report. If you are asked to check for updates**,** select **Internet Update**. If you are not asked to check for updates, once the form appears on the screen, go to the **Help** menu across the top of the screen and select **Update Forms,** choose Internet Update.

From the list of updated forms select the **Federal Forms Package** and any state that you need forms for and click **Update.**

If you installed any updates, quit out of the payroll program completely and then reopen the program.

⚠️**The Instructions provided in this chapter apply only to those users who have purchased their W-2 forms directly from Aatrix Software.**

To order Aatrix's W-2 forms call Aatrix Sales at 1-800-426-0854.

Processing the W-2's consists of a series of steps. **Be sure to follow each step carefully.**

• Step 1 - Before processing W-2's
• Step 2 - Processing W-2's
• Step 3 - Verification of data
• Step 4 - Printing the W-2's and W-3

Step 1 - Before processing W-2's

1. In your payroll application, access the Company tab and verify your company information is entered correctly.

2. Verify that your Federal EIN is entered correctly. It should be entered as XX-XXXXXXX (replacing the X's with the appropriate numbers and include the hyphen).

3. Make sure that your State two letter abbreviation in capital letters and your State ID is entered.

Step 2 - Process your W-2's

In the Reports section of the program under Print & Mail, select the **FE 20XX W-2/W-3.**

From the **Report on List** drop down, select **Master List.**

Mark the box **Skip employees not paid during report period.**

The **Report Period** should be set to **One Year** and should be entered in the box below.

Click the **Preview Report** button located on the top tool bar, this will launch the W-2 setup.
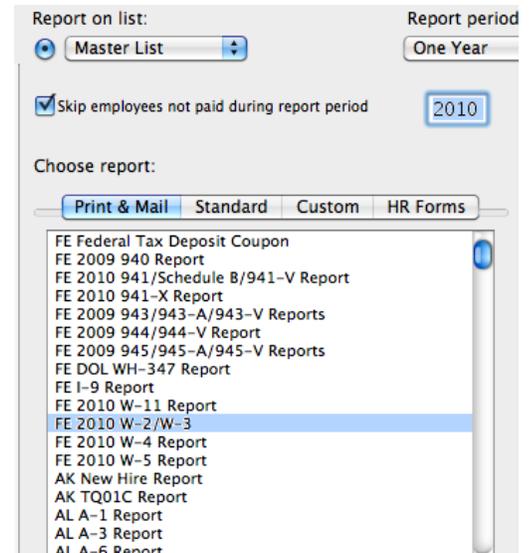
In the **US Federal W-2 Settings** box, you will designate items that are reported into boxes 8, 10, 11, 12 and 14 on the W-2. Examples of items that are reported into these boxes, but not limited to, are Allocated Tips, Pension Plans, medical insurance, flex plans and Dependent Benefits. For more information on what should be reported and in which box, please refer to the IRS W-2 Processing Instructions publication which can be found at www.IRS.gov.

Once you have selected the appropriate W-2 field for the item, select whether it is an Income, Deduction or Employer Paid Item and then click the **Add to List** button. This will put it under the **W-2 fields configured** box.

The **Optional starting control number** is just that, optional. It may come in handy if you process a large number of W-2's so you can keep track of how many have processed and how many more need to be processed.
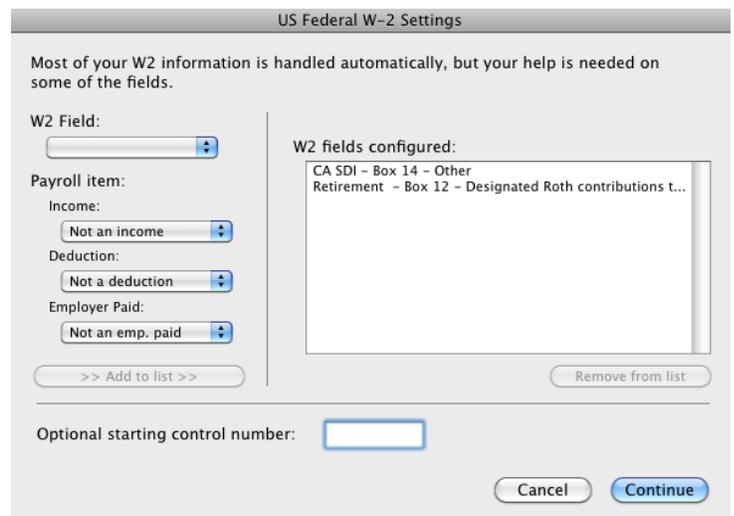
When you have finished with the **US Federal W-2 Settings,** click continue to go to the **W2 Field Mapping** step. This is where you would select any local income tax collected by a city or county to be reported on the W-2. Once you have made the selection, or if you do not have any local income taxes, click **Continue** and the W-2 will be brought up on the screen.
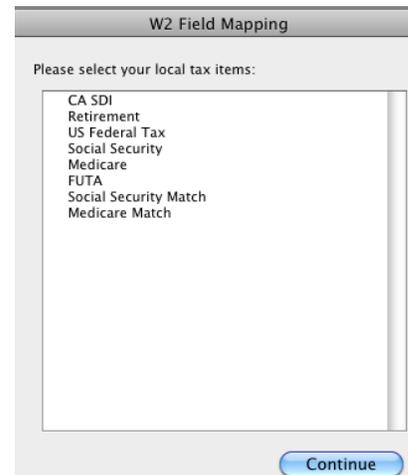
Step 3 - Verification of data

You will see the W-2 for the first two employees on the screen. In between the blue arrows across the top to the left it will tell you how many pages you have. You will need to review each page of the W-2. Look for missing information such as Social Security Numbers, employee addresses for each employee.

Once you have looked at the W-2 for each employee, click the **Next Step** button in green across the top. This will take you thru a verification process.

If any errors are found you will get a box detailing what the error is. Any error's will need to be corrected before continuing.

The verification process consists of several steps, so you will need to click the Next Step button several times.

At the end of the process you will get an **Important Notice** box.

Be sure to read the box carefully, and when you are ready to continue, click the **Agree** button. Then click the **Next Step** button one more time. You will then see a **Process** button appear to the right of Next Step.

Click the **Process** button to continue processing the W-2's.

3

Step 4 - Printing the W-2 and W-3

This is where you can select to eFile or to Print Your Own.

Select **Print Your Own** and click **Continue.**

This is where the printing of the W-2's begins. Each step from here forward will take you thru printing the various copies of the W-2 forms. Click **OK.**

 Several copies will be printed so it might not be a bad idea to have a sticky note and paper clips or manila folders handy so you do not get the copies from each step mixed up with copies from other steps.

Print Employer Records Copy

The first print will be the **Employer Records Copies.** These are printed 4 employees per page and are for your records.

Click the **Print** button and print them on plain paper for the company to keep.

Click the **Continue** button to go to the **Print SSA Copy** step.

Print SSA Copy

The **SSA Copy** is to be printed on pre printed red forms, which most people refer to as the red W-2.

⚠️**The SSA Copy cannot be submitted on plain paper. It MUST be submitted on the red pre-printed form.**

It would be best to print 1 page on plain paper first to check the alignment to the forms in your W-2 Packet. Click the **Print** button and select to print **from page 1 to 1.**

Hold the printout over one of the red W-2 forms in your packet and check the alignment, you might need to move the printing up or down, left or right. Click the **Page Align** button.
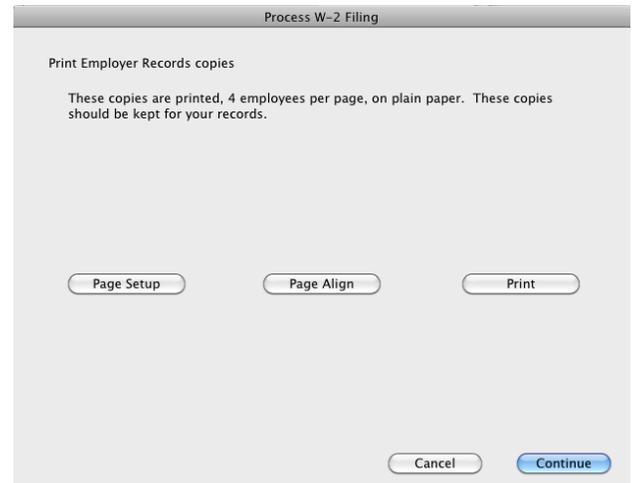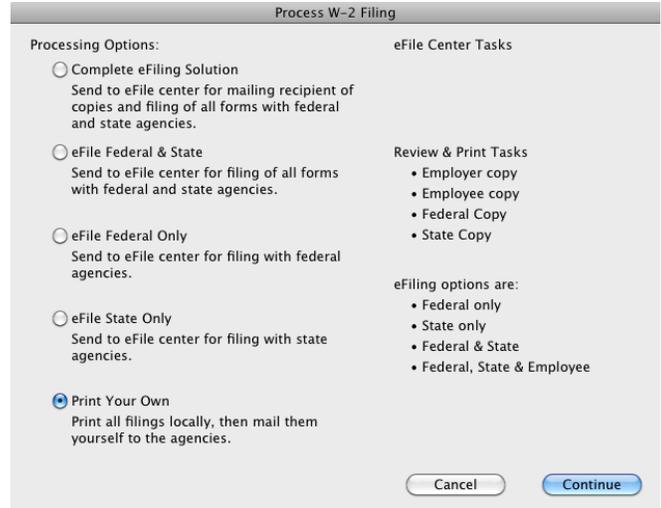
Use the button on the bottom to move the information left and right, or horizontal, and the one to the right to move the information up and down, or vertical. Notice that the offsets are measured in inches, so .25 would be 1/4 inch.

Once you have the alignment changed, click the **Finished** button and again from the previous screen, select to print **page 1 to 1** on plain paper. Check the alignment and make any changes necessary by going back to page align.

⚠️ **IMPORTANT NOTE - Do not click the Test Print button in the Page Align screen. Make any necessary adjustments to the Vertical and Horizontal Offsets and then click FINISHED. Do your Test print from the Process W-2 Filing screen by clicking Print and selecting to print pages 1 to 1.**
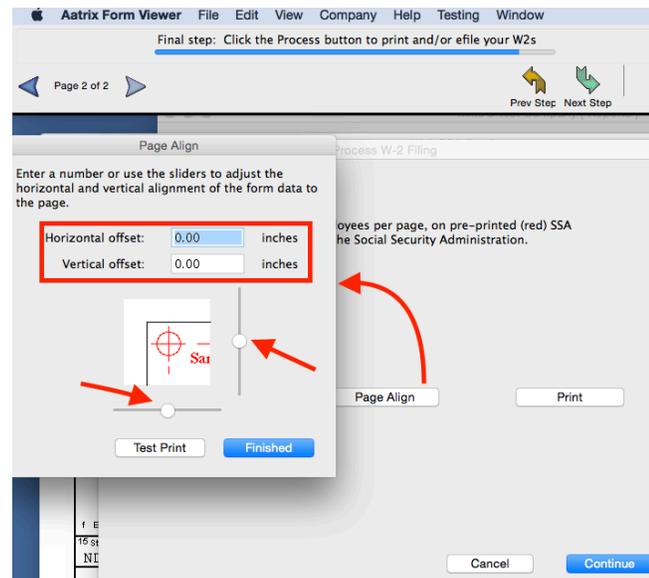
When you have the alignment set, insert the correct number of red W-2's to print the SSA Copy and then click **Print** and choose **Print All.**

Once you have printed the SSA Copy click the **Continue** button to go to the **Print State Copy** step.

Print State Copy

The state copy prints 4 employees per page on plain paper for submission to the state, if required.

The state may require a reconciliation form to accompany the W-2's being sent to them. Contact the state or your accountant for requirements.

Once the State Copy has printed, or if your state does not require W-2's to be submitted, click the **Continue** button to go to the **Print Employee Copies** Step.

Print Employee Copy

The employee copies of the W-2 print 4 copies per page and are to be printed on the 4 part perforated forms in your packet that are blank on one side.

Check the alignment by printing just the first page on plain paper and then fold it into the 4 parts to see if it were to be separated into 4 parts that it is not cutting off on one side.

If alignment is needed click on **Page Align** and adjust the **Horizontal** and **Vertical Offsets** as needed. Once the adjustments have been made click the **Finished** button and again print just the first page on plain paper and check the alignment again.

Once you have the alignment set, put enough copies of the perforated sheets into your printer, click **Print** and choose **Print All.**

Once the Employee Copies have printed, click the **Continue** button to go the **Print SSA Notice to Employees.** The notice is already printed on the back of the perforated sheets that you used for the Employee Copy, so you can simply click the **Continue** button to proceed to the Print W-3 Step.

Print W-3

The W-3 is printed on the red W-3 form in your packet. It is best to print the W-3, which is only one page, on plain paper first to verify the alignment.

Click **Print** and in the **Print W-3 Additional Information** box select the **Kind of Payer** and enter the contact information and phone number and click Continue.

If alignment is needed click the **Page Align** button and make the necessary **Horizontal** and **Vertical Offset** adjustments, then click **Finished** and print the W-3 one more time on plain paper to verify the alignment.

Once you have the alignment set put the red W-3 form into your printer and click **Print** and print the W-3. Once it has printed, click **Done.** You will be brought back to the screen where you processed the W-2's.

The address to send the W-2's and W-3 to the SSA is on the bottom part of the red W-3.

It would be best to save the W-2 information into the Reports Archive of the payroll program, just in case you need to access them. Go to the **File** menu and select **Save.**

Go to the **Aatrix Form Viewer** menu in the upper left next to the apple and select **Quit Aatrix Form Viewer** to return to the payroll program.