

## W2 Form Printing: How to Fill Out and Print W2 Forms

EzW2 software is approved by SSA to print all W-2 forms and W-3 form on white paper. If you still prefer the red forms, ezW2 software can fill data on pre-printed forms too.

Here are the steps:

### Step 1: Start ezW2 software.



[ezW2 software](#) can prepare, print and efile forms W2, W3, 1096-misc and 1099.

If you do not have ezW2 software installed, you can download the trial version for free from [halfpricesoft.com](#). No registration needed and no obligation. You can follow the step by step online instructions to finish the installation in minutes

This W2 1099 software is compatible with Windows 8 system, 32-bit or 64-bit. It can run on Windows 7, XP, Me, 2003 and Vista system too.

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### Step 2: Set up company information for W2 reporting

You can access this screen by clicking the top menu "Current Company->Company". You need to enter the general company information for w2 and 1099 forms, such as Company Name, Address, Tax ID and others.

Company Setup

#### Company Setup

Company Information		ID:	
Company Name*:	<input type="text" value="New Technology Company"/>	Employer Tax ID (EIN):	<input type="text" value="12-3456789"/>
Address1*:	<input type="text" value="100 Somewhere Rd."/>	State ID:	<input type="text" value="A123456789"/>
Address2:	<input type="text" value="Suite #123"/>	Social Security Number: (If Applicable)	<input type="text" value="222-22-2222"/>
City*:	<input type="text" value="Los Angeles"/>	Efile Name Control:	<input type="text"/> ?
State:	<input type="text" value="CALIFORNIA"/>		
Zip*:	<input type="text" value="90000"/>		
1099 Filer			
<input checked="" type="checkbox"/> Final Return	FILER's Name*:	<input type="text" value="1096Filer Name"/>	
Contact Name*:	<input type="text" value="1096 Contact Name"/>	Fax:	<input type="text" value="(123) 132-1231"/>
Telephone:	<input type="text" value="(123) 131-3133"/>	Email:	<input type="text" value="1096tester@irs.com"/>

### Step 3: Set up W-3 information

You can access this screen by clicking the top menu “Current Company->W-3 information”. You need to enter the W-3 control number, W3 Establishment Number, Contact Information and others. This information will be displayed on both forms W-2 and W-3.

### Step 4: Add W-2 Employees

You can access employee by clicking the top menu “Current Company->W2 Employee list”. You can add a new employee or edit or delete an existing one easily by clicking the link on this form.

You can also import Employee information quickly by using W2 import form. You can access this import form by clicking the top menu “Current Company->Import W2”.

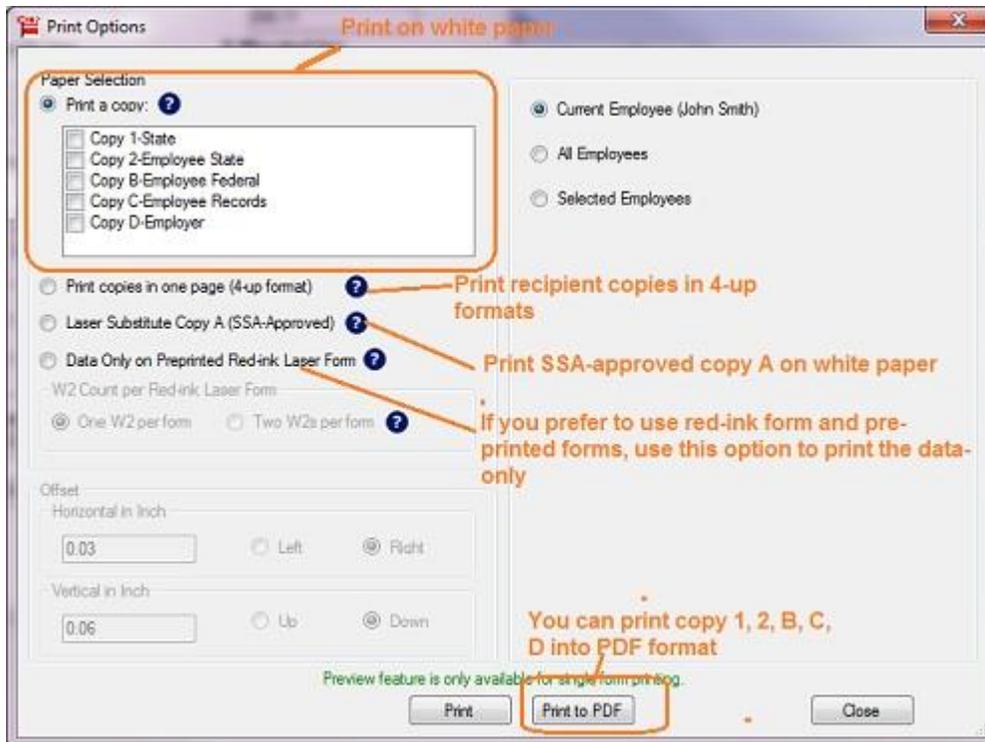
### Step 5: Fill out W-2 information and Print Forms

You can access this W-2 editing screen by clicking the top menu “Current Company->Form W-2”.

- Once you select the employee from the list, the employee information will be filled automatically.
- Fill in the boxes on the w-2 Form.
- Click the Question icon or the instructions link to get help.
- Click the 'save' button to save the W-2 information.
- Click the 'Print W2' button to print the different W2 Copies for this recipient. ezW2 can print forms W2 copy A, B, C, D, 1 and 2

The screenshot shows a web-based form for editing a W-2 2010 form. At the top, there are buttons for 'Save', 'Print W2', and 'Print Instructions'. The form is divided into several sections:

- Employee Information:** Includes fields for social security number (123-13-7030), identification number (12-3456789), name (John Smith), address (100 Somewhere Rd, Suite #123, Los Angeles, CA 90000), control number (123), first name (John), last name (Smith), address (100 Somewhere Rd, Suite #123, Los Angeles, CA 90000), state (CA), and employer state ID number (0123456789).
- Tax Information:** Includes fields for wages, tips, other compensation (05402.21), federal income tax withheld (11269.32), social security wages (61111.22), social security tax withheld (3708.89), Medicare wages and tips (61111.22), Medicare tax withheld (886.11), social security tax (0.00), allocated tax (0.00), advanced EIC payment (0.00), dependent care benefits (300.00), nonqualified plans (0.00), state wages, tips, etc. (61195.23), state income tax (8000.22), local wages, tips, etc. (54321.12), local income tax (2345.12), and locality name (857).



- Click the 'Print Instructions' button to print W-2 instructions.

## Note

1. Form W-3 will be generate automatically based on form W2 information
2. ezW2 allows user to set up unlimited companies with one flat rate. So if you have multiple companies or you are an accountant, you can add new company by clicking top menu "Company Management->New company"

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## Related Links

- [How can I roll forward my ezW2 2012 data to ezW2 2013?](#)

- [W2 and 1099 Forms Filing Deadline](#)

### W2 W3

- [How to fill out and print Form W2](#)
- [How to print Form W2 W3 on White Paper](#)

- [How to Print W-2 Data on Red Forms](#)
- [How to convert W2's into PDF format files](#)
- [How to eFile W2 W3 Forms](#)

#### **1099-misc, 1096**

- [How to fill out and print Form 1099-misc](#)
- [How to eFile 1099-misc Forms](#)
- [How to Print 1099-misc Forms on Red Forms](#)
- [How to Convert 1099-misc Forms into PDF file](#)

#### **W2C, W3c**

- Learn more about [W2C and W3C](#)