

W-2 Preparation Checklist

This checklist is provided to assist you in processing W-2s for a single company. If you are processing W-2s for multiple companies, repeat these steps for each company.

1. ___ What kind of printer will be used for printing W-2s? ___ Laser ___ Dot Matrix

Dot matrix printers:

- Single wide carriage (80 columns) ___ Single wide W-2 forms

Note: Double wide W-2 forms are not supported with MAS 90•MAS 200.

Laser printers:

- Two per page W-2 forms (Two employees print on each sheet - requires multiple printing runs.)
 Four per page W-2 forms (Same employee prints four times on a single page. It does not include Copy A for SSA, which may require an additional run.)

2. ___ How many employees does your company have?

If you have 250 or more employees, the government requires W-2 information to be submitted electronically, which can be accomplished using the Magnetic Media module. Magnetic Media is installed from the MAS 90 CD-ROM (or diskettes).

- Magnetic Media is installed on my MAS 90. (To purchase the Magnetic Media module, please contact your reseller or call the Sage Software sales team.)
 My state is supported for Magnetic Media. (See a listing of supported states)

3. ___ Order your W-2s. Quantity: ___ call for Sage Software Business Forms (800) 444-5555

Note:

Newton's Law of W-2 printing – If you order the exact amount of W-2s that you need, something is sure to go wrong and a reorder will be necessary. Beat Newton at his own game and order additional forms to cover potential mishaps.

4. ___ Make necessary adjustments. (i.e. Bonus checks, Fringe benefits...)

5. ___ Optional, but strongly recommended

- Review the Year-end W-2 Helpful Hints and the Payroll FAQs
 Test print your W-2s

- Is the correct information printing in the correct boxes?

- Test for alignment - If the W-2 are not aligning correctly:

To align the W-2 laser forms when using a laser printer with a DOS device,

- From the **File** menu select **Run**
- Type *PRZRK2* in the Run dialog box

See the list of tested printers for additional suggestions.

6. ___ Process your final payroll for the year.

7. ___ Print W-2s (prior to performing Year-end Processing)

If you need to process Payroll for the new year, see the Payroll Year End examples in the *W-2 Helpful Hints* section.