

## Small Business 101

# 5 Easy Steps to Prepare and Print Forms W2 Yourself

Step by step guide on how to prepare and print forms W-2 yourself. Learn more from <http://www.halfpricesoft.com>



The Clock is ticking! As business owner, if you hire people, you need to furnish each employee a completed Form W-2 by **Jan 31**. You also need file Copy A of all paper Forms W-2 with Form W-3, Transmittal of Wage and Tax Statements, with the Social Security Administration (SSA)

If you are looking for reliable software for preparing W2, 1099 and related tax forms before **Jan 31, 2011** mailing deadline, you can turn to ezW2 Software from Halfpricesoft.com. Thousands of users put their trust in ezW2 every year, knowing that Halfpricesoft.com provides unbeatable reliability and customer service.

ezW2 software supports forms w2, w3, 1099 and 1096. It also save user money and time by printing the SSA approved laser substitute forms W2 copy A and W3 on the plain paper. ezW2 is compatible with Windows 7 system, 32-bit or 64-bit. It can run on Windows XP, Me, 2003 and Vista system too.

More controls and options in the new edition of ezW2 1099 and W2 filing software allow small business owners to better customize the software to fit their tax reporting needs and the way they work.

Followings are the 5 simple steps to printing form W-2.

Step 1: Start ezW2 software.

If you do not have this W2 and 1099 software installed, you can download it for free from <http://www.halfpricesoft.com/w2-software-free-download.asp>. No registration needed and no obligation. You can follow the step by step online instructions to finish the installation in minutes.

Step 2: Set up company information for W-2 reporting

The screenshot shows a software window titled 'Company' with a menu bar containing 'Current Company', 'Company Management', 'License Key', and 'Help'. Below the menu bar is a navigation pane with icons for 'Company', 'W3 Information', '1099 Information', 'W2 Employee List', and '1099 Contractor List'. The main area displays the 'W3 Information' form. The form has a title 'W3 Information' with a link to instructions: <http://www.irs.gov/pub/irs-pdf/w3w3.pdf>. The form is divided into sections: 'Numbers' with fields for 'W3 Control Number' (123123), 'W3 Establishment Number' (A23456789), and 'Other EIN used this year'; 'Kind of payer' (S41) with a checked 'Third party sick pay' option; 'Sick Pay' and 'Income tax withheld by payer of third party sick pay' (100.12); and 'Box 12b HIRE exempt wages and tips' (00.00). A 'W3 Contact' section includes fields for 'Name' (John White), 'Fax' ((222) 222-2222), 'Telephone' ((111) 111-1111), and 'Email' (services@halfpricesoft.com). An 'Update' button is at the bottom.

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.

### 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: Enter W-2 information and print W-2 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
- 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"
3. YouTube video is available at  
[http://www.youtube.com/watch?v=Lk\\_mErjN3Ew](http://www.youtube.com/watch?v=Lk_mErjN3Ew)

About ezW2, 1099 W2 preparing, importing and printing software ezW2 2010, W2 1099 software from halfpricesoft.com, is affordable but fully functional software designed for the non-accounting small business and accountants who needs to file and print Form W-2 and Form 1099. Known for affordability and ease-of-use, ezW2 tax form-printing software is backed by top-notch customer service from developer Halfpricesoft.com that has earned the trust of thousands of small businesses.

For more information about ezW2, please check  
[http://www.halfpricesoft.com/w2\\_software.asp](http://www.halfpricesoft.com/w2_software.asp)

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