



HOW TO PRINT W2 FORMS IN QUICKBOOKS?

IRS form W-2 is a statement containing the information of salary/wages paid to an employee by his employer. It includes details of taxes deducted from his paycheques. The information on the W-2 form is important for employees in preparing tax returns. You should know the requirements of printing before going through the steps of how to print w2 in QuickBooks.



PRINTING REQUIREMENTS IN QUICKBOOKS

The printing requirements in QuickBooks are:

- To print the W2 form in QuickBooks Desktop, you need to use black ink and print it onto paper.
- Verify that it is compatible with the QB Payroll version.
- Make sure that you are using a supported QuickBooks Desktop version.
- Make sure that you have an active QuickBooks Payroll Standard or Enhanced Service.
- You need to have W-2 papers that work with your payroll service and printer.

Printing W-2 forms in QuickBooks

#1: OPEN W2 AND W3 FORMS FROM QUICKBOOKS

- Initially, click on employees then payroll tax forms and W-2s. With this, click on the process payroll forms.
- Now, choose annual Form W-2/W-3 -wage and tax Statement transmittal. Click on the create form button.
- Next, you need to select all employees in case you want to file the forms of all your employees. With this, click on the employee's last name.



#2: CHOOSE THE TYPE OF PAPER

- In the beginning, select between blank/ perforated paper and preprinted Forms.
- Now, you have to choose for whom you are printing, under the select item to print section.
- If you are using blank / perforated paper.
- 3 per page: copies B, 2, C.
- 4 per page: copies B, 2, 2, C.

#3: EXPORT FORM FROM PDF READER

- In case you are using preprinted forms, you need to do a print test.
- Now, you have to click on print PDF.
- Finally, begin with the printing process from inside the PDF Reader

#4: PRINT, SAVE NAD EMAIL W2 FORM WITH ADOBE READER

- Initially, you have to go to the payroll tax center.
- You need to click on the view employee W-2 forms for all year's link in the box.
- You have to click on the name of the employee for the W-2 you need to print. With this, you need to follow the adobe instructions to open the form in Adobe Reader.
- Click on the file and then on print.



CONCLUSION!

The above solutions will help you to Print W2 forms in QuickBooks. In case, you face any difficulty after adopting all the above steps, then you can visit our website businessaccountings.com to get instant and reliable quick assistance from our experts through the live chat option.