

How to Print W-2 Forms in QuickBooks Desktop

Printing W-2 forms in QuickBooks Desktop is an essential task at the end of the year to ensure employees and the IRS have accurate wage and tax information. QuickBooks makes this process straightforward if your payroll is set up correctly.

QuickBooks Customer Service Number: 1-888-797-6204

Before printing W-2s, make sure:

- You have processed all payroll for the year.
- Employee information, including Social Security numbers and addresses, is correct.
- QuickBooks is updated to the latest version to avoid printing errors.

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Step 1: Verify Payroll Setup

1. Open QuickBooks Desktop and go to Employees > Payroll Center.
2. Click the Payroll tab and select Annual Forms.
3. Make sure your payroll tax setup is up-to-date and correct.

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Errors in payroll setup can cause incorrect W-2 forms, so double-check that employee tax information is accurate before printing.

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Step 2: Access the W-2 Forms

1. Go to Employees > Payroll Tax Forms & W-2s > Process Payroll Forms.
2. From the list of forms, select Annual Forms and choose W-2 – Wage and Tax Statement.

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3. Select the year for which you want to print the W-2 forms and click Create Form.

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Step 3: Choose Printing Options

QuickBooks allows you to print W-2s directly on pre-printed forms or on plain paper with a compatible W-2 template.

1. Select Print/E-file W-2s.
2. Choose the type of paper you have (pre-printed W-2 forms or plain paper).
3. Ensure the alignment is correct by using a test page if printing for the first time.

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Alignment is critical to avoid forms being rejected by the Social Security Administration (SSA).

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Step 4: Print W-2 Forms

1. Click Print. QuickBooks will display a preview of the W-2s for all employees.
2. Verify that each W-2 includes the correct employee information, wages, and taxes withheld.
3. Insert the pre-printed forms or blank W-2 paper into your printer and click OK to print.

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If using pre-printed forms, make sure to feed them according to your printer's instructions to

avoid misalignment.

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Step 5: Print W-3 Form

The W-3 form is a summary of all W-2 forms for your employees. It must accompany W-2s submitted to the SSA.

1. In QuickBooks, after printing W-2s, select Create W-3 Form.
2. Review the totals to ensure they match your payroll records.
3. Print the W-3 form and submit it along with the W-2 forms to the SSA.

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Step 6: Distribute W-2 Forms to Employees

- Employees must receive their W-2 forms by January 31st of the following year.
- QuickBooks allows you to print copies for employees or email them securely if electronic W-2 distribution is enabled.

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Make sure all employees' addresses are correct to prevent lost or delayed forms.

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Step 7: Troubleshooting Common W-2 Printing Issues

Common issues and solutions include:

1. Incorrect Alignment:
 - Use a test page before printing all forms. Adjust printer settings if needed.
2. Wrong Employee Information:
 - Correct employee details in Employee Center > Employee Info > Payroll Info before printing.
3. Missing Forms:
 - Make sure all employees are active in the payroll system for the selected year.

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4. Printing Errors:

- Ensure your printer supports the type of W-2 forms you are using.
- Update QuickBooks Desktop to the latest release to fix known printing bugs.

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Tips for a Smooth W-2 Printing Process

- Always back up your QuickBooks company file before printing W-2s.
- Print a test page to check alignment on pre-printed forms.
- Confirm employee Social Security numbers match official documents.
- Keep copies of all printed W-2s for your records.
- If printing fails, consider using QuickBooks Online e-file or SSA-approved e-file service for W-2 submission.

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Following these steps ensures that your W-2 forms are accurate, properly aligned, and ready for submission to the IRS and Social Security Administration.

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