

Figure 2 Select Import -> W2REPORT File

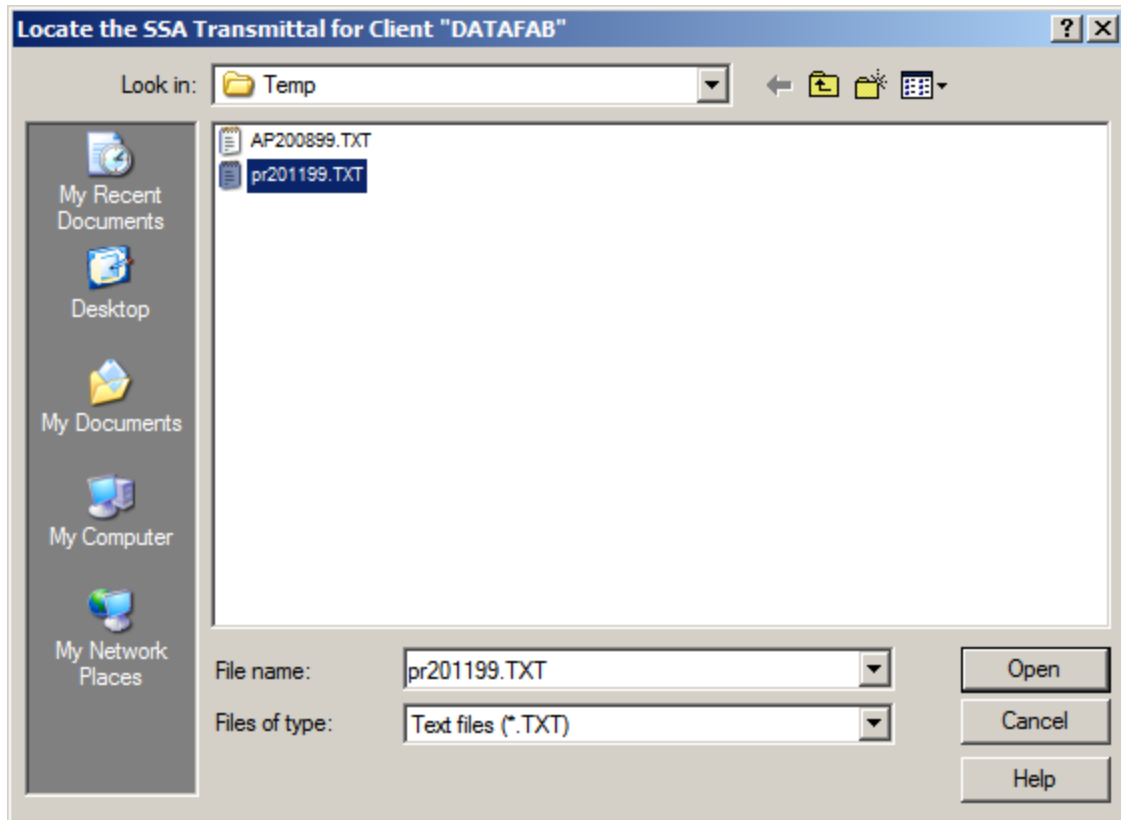


Figure 3 Select the W2 Electronic Media File Created By Pro Series Payroll Module

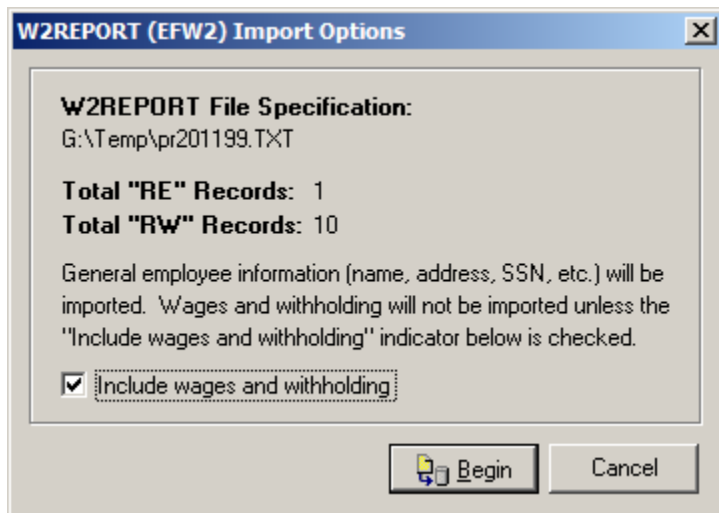


Figure 4 Click Begin to import your W2 data

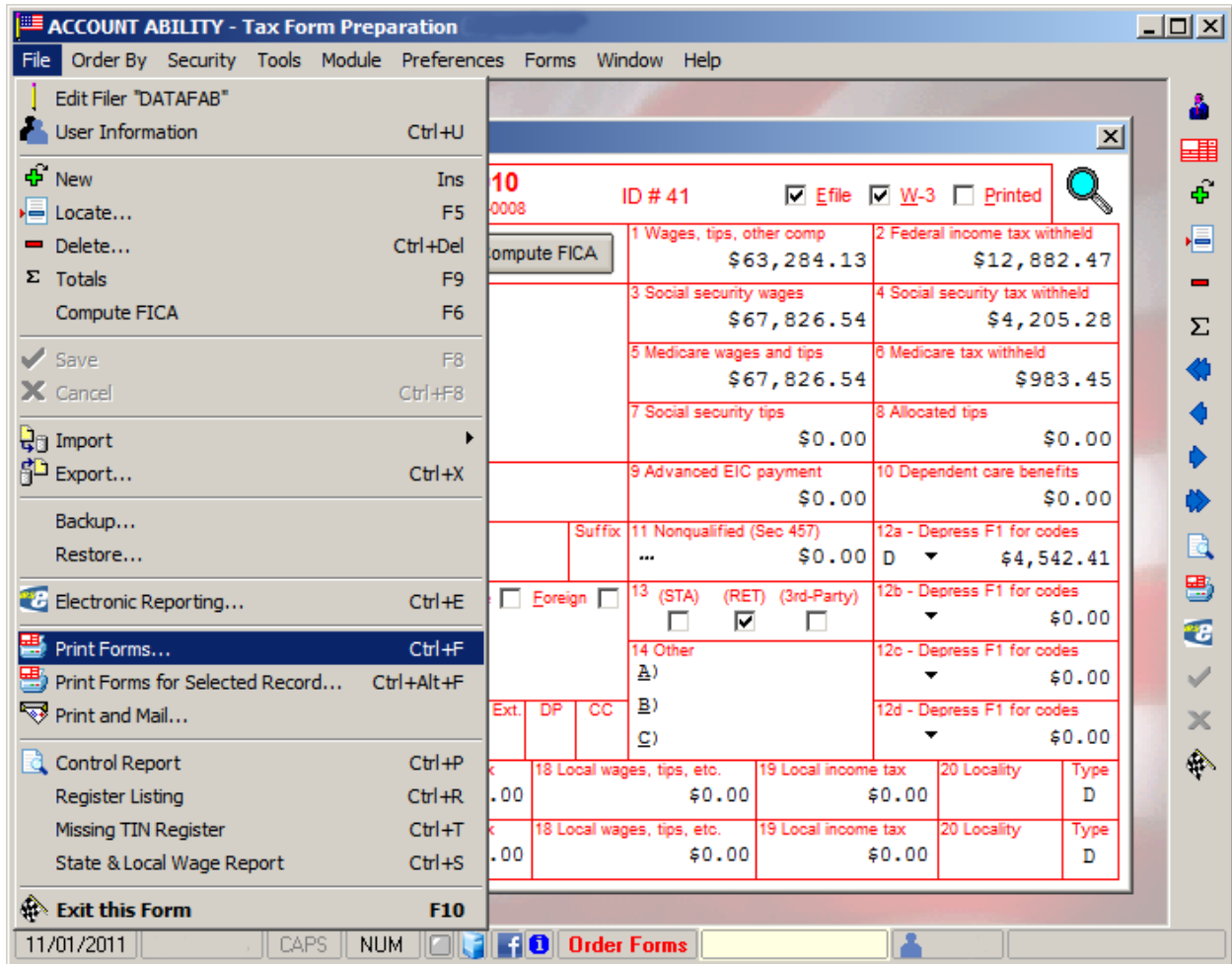


Figure 5 Select File -> Print Forms

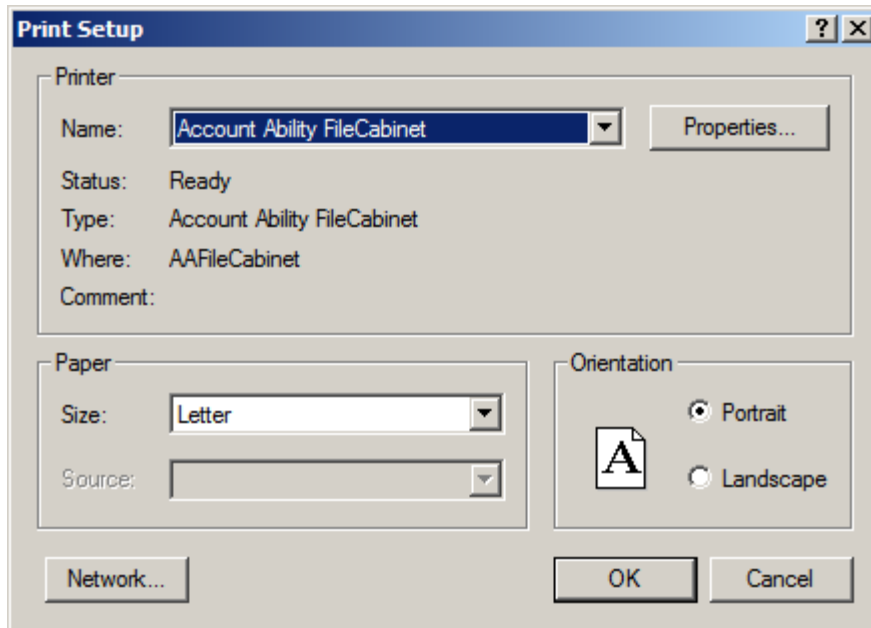


Figure 6 Select the Account Ability FileCabinet Printer

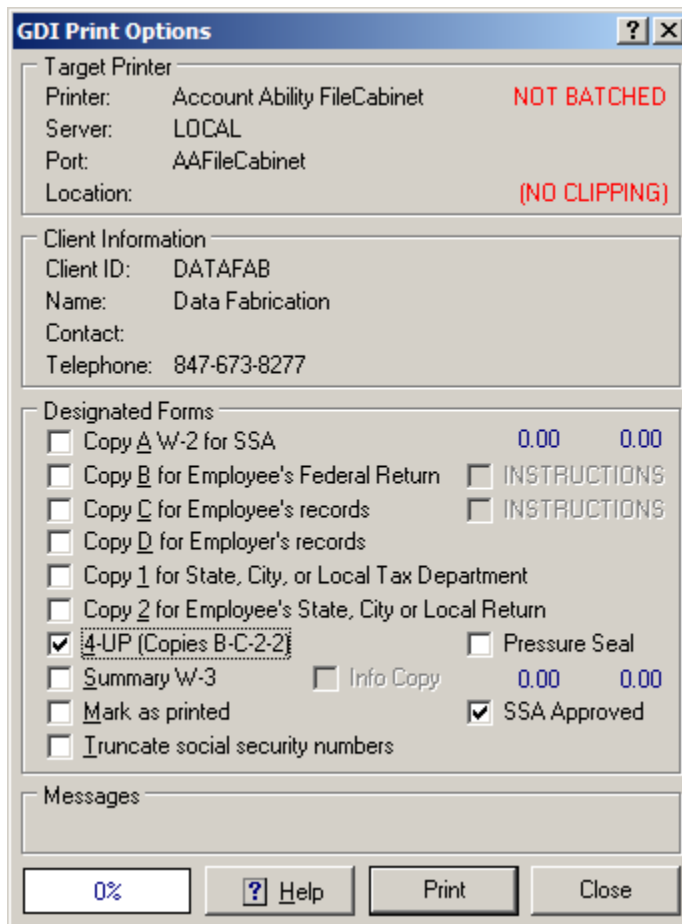


Figure 7 Choose your desired form type and click Print to begin printing

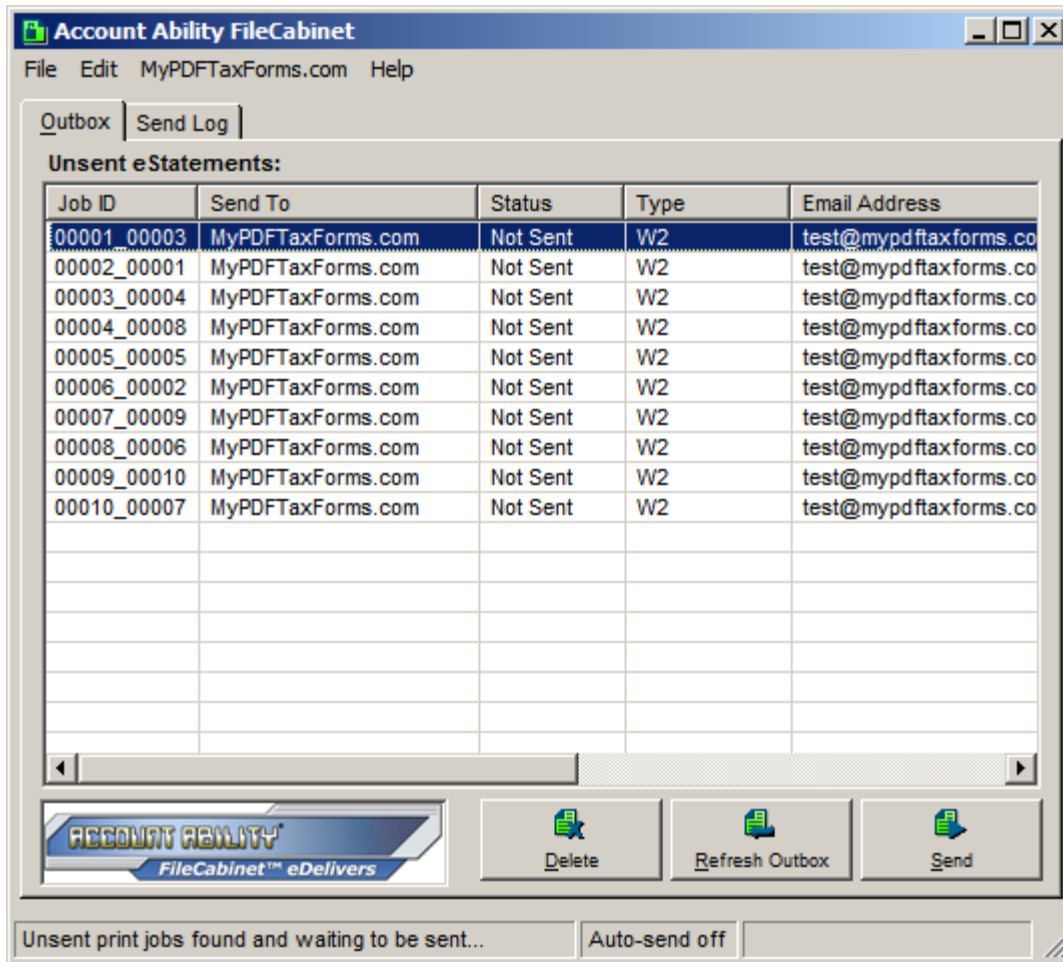


Figure 8 Your W2 Forms appear in the Account Ability FileCabinet Outbox. Click Send to send your W2's to MyPDFTaxForms.com for eDelivery to your recipients

Adobe Reader - [AAFileCabinet_tonyk_GZ85R5VZ.PDF]

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Copy B To Be Filed With Employee's FEDERAL Tax Return

a Employee's social security no. 545-45-4545		OMB No. 1545-0008		1 Wages, tips, other compensation 99999.99		2 Federal income tax withheld 99999.99	
b Employer identification number (EIN) 33-4888888				3 Social security wages 99999.99		4 Social security tax withheld 99999.99	
c Employer's name, address, and ZIP code DATA FABRICATION 7301 N LINCOLN AVE SUITE 150 LINCOLNWOOD IL 60646				5 Medicare wages and tips 99999.99		6 Medicare tax withheld 99999.99	
				7 Social security tips		8 Allocated tips	
				9 Advance EIC payment		10 Dependent care benefits	
d Control number		e Employee's first name and initial DAVID		Last name ADAMS		Suffix	
f Employee's address and ZIP code 1535 LAS GALLINAS ROAD SAN RAFAEL CA 94903				11 Nonqualified plans		12a See instructions for box 12 D 99999.99	
				13 Statutory employee <input type="checkbox"/> Retirement plan <input checked="" type="checkbox"/> Third-party sick pay <input type="checkbox"/>		12b	
				14 Other		12c	
15 State Employer's state ID number		16 State wages, tips, etc.		17 State income tax		18 Local wages, tips, etc.	
19 Local income tax		20 Locality name					

Form **W-2** Wage and Tax **2011** Statement

Department of the Treasury - Internal Revenue Service
This information is being furnished to the Internal Revenue Service.

Notice to Employee

Refund. Even if you do not have to file a tax return, you Corrections. If your name, SSN, or address is incorrect.

1 of 1

Figure 9 Your recipients can then login and download their W2 in encrypted PDF Format