


## W2 Electronic Filing: How to E-File W2 Form to SSA

EzW2 software is approved by SSA to print all W-2 forms and W-3 form on white paper. The latest version can generate the W2 documents for electronic filing purpose. User needs to upload it to SSA sites with his owner account.

Here are the steps:

### Step 1: Start ezW2 software.

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**ezW2 Software**  
W2, 1099 Printing Software  
halfpricesoft.com

[ezW2 software](#) can prepare, print and efile forms W2, W3, 1096-misc and 1099.

If you do not have ezW2 software installed, you can download the trial version for free from halfpricesoft.com. No registration needed and no obligation. You can follow the step by step online instructions to finish the installation in minutes

This W2 1099 software is compatible with Windows 8.1 system, 32-bit or 64-bit. It can run on Windows 8, 7, XP, Me, 2003 and Vista system too.

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### Step 2: Set up company information for W2 reporting

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.

The screenshot shows a 'Company Setup' window with the following fields and values:

Company Information		ID:	
Company Name*:	New Technology Company	Employer Tax ID (EIN):	12-3456789
Address 1*:	100 Somewhere Rd.	State ID:	A123456789
Address 2:	Suite #123	Social Security Number: (If Applicable)	222-22-2222
City*:	Los Angeles	File Name Control:	<input type="text"/> ?
State:	CALIFORNIA		
Zip*:	90000		

1099 Filer			
<input checked="" type="checkbox"/> Final Return	FILER's Name*:	1096Filer Name	
Contact Name*:	1096 Contact Name	Fax:	(123) 132-1231
Telephone:	(123) 131-3133	Email:	1096tester@irs.com

### 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: Fill out W-2 information

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.

## Step 6: Generate W2 W3 eFile document

Click the ezW2 software top menu "Current Company->eFile W2" to eFile screen.

- Enter submitter information
- Enter contact information where correspondence should be sent.
- Select employees (Usually you should select ALL)
- Click the "Create file" button to generate the eFile document

The screenshot shows the 'ezW2' application window with the 'W2 E-File Information' form for 'Program Year 2011'. The form is divided into several sections:

- Submitter:** Fields for Submitter EIN\* and User ID\*.
- Contact:** Fields for Submitter\*, Contact Name\*, Location Addr\*, Delivery Addr\*, City\*, State\* (set to ALABAMA), Zip\*, Phone\* (with Ext\*), Fax\*, and Email\*.
- File:** A checkbox for 'Is resubmit?', a Resub Id(WFID) field, and radio buttons for 'Perfer notify me by:' (Email/Internet selected, US Postal Service).
- Please select included employee:** A tree view showing 'Company' selected, with 'John Smith (123-33-3333)' listed below it.

A 'Create File' button is located at the top right of the form area.

## Step 7: Navigate to SSA site and upload this document

<http://www.ssa.gov/bsowelcome.htm>

## 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"