

**W-2 Parts
Required
Per State**

- State (Parts)**
 Alabama** (6)
 Alaska (4)
 Arizona (6)
 Arkansas (6)
 California (6)
 Colorado (6)
 Connecticut (6)
 Delaware** (6)
 District of Columbia (6)
 Florida (4)
 Georgia (6)
 Hawaii (6)
 Idaho (6)
 Illinois (6)
 Indiana (6)
 Iowa (6)
 Kansas (6)
 Kentucky** (6)
 Louisiana (6)
 Maine (6)
 Maryland** (6)
 Massachusetts (6)
 Michigan** (6)
 Minnesota (6)
 Mississippi (6)
 Missouri** (6)
 Montana (6)
 Nebraska (6)
 Nevada (4)
 New Hampshire (4)
 New Jersey (6)
 New Mexico (6)
 New York** (6)
 North Carolina (6)
 North Dakota (6)
 Ohio** (6)
 Oklahoma (6)
 Oregon (6)
 Pennsylvania** (6)
 Rhode Island (6)
 South Carolina (6)
 South Dakota (4)
 Tennessee (4)
 Texas (4)
 Utah (6)
 Vermont (6)
 Virginia (6)
 Washington (4)
 West Virginia (6)
 Wisconsin (6)
 Wyoming (4)

**Certain cities in these states require an 8-part W-2 form.

W-2 Ordering Guide

How many employees do you have?

Determines how many forms you need to order; order one form/set/kit for each employee, typically in increments of 25.

Which state(s) are you reporting to?

Determines how many parts you need and which forms you should order. See chart at left.

Do you need to file a copy with a city or local tax agency?

If yes, order 8-part forms (double quantity of Copy 2 forms).

Are you filing for one company (EIN) or multiple?

If filing for one company, you need one W-3 form—we include three free with your order of W-2s. If filing for more than three companies, order additional W-3 forms, one for each EIN.

How are you printing forms?

For laser and inkjet printers, use laser forms. For dot-matrix printers or typewriters, use continuous forms. If you process a larger volume of forms, consider using pressure seal to save time.

What type of software are you using?

Use the software compatibility chart on p.5 to determine the right forms, or request a free sample to test for data alignment.

Do you need blank or preprinted forms?

If your software prints only the employee data, use preprinted forms. If your software prints the employee data AND the form itself (boxes, etc.), use blank perforated laser paper.

How will you deliver forms to your employees?

Don't forget window envelopes made specifically for our forms for easy, secure mailing. For more efficient mailing, use self seal envelopes.

Options for Efficient Printing

>> BLANK FORMS

Use with software that prints the actual form (boxes, headers, etc.) AND employee data in one pass.

>> PREPRINTED FORMS

Use with software that prints only the employee data.

>> CONTINUOUS FORMS

Use with dot-matrix printers or typewriters.

>> PRESSURE SEAL FORMS

Ideal for easily printing and mailing a large volume of forms.

>> ENVELOPES

Secure delivery for all W-2 formats.

>> SETS & KITS

Get all the W-2 forms you need in one convenient set; some include envelopes too.

>> OTHER WAGE & WITHHOLDING FORMS

Quarterly and annual reporting forms, such as 940, 941 and 945 forms are also available; however, not shown in this catalog. Please call for details.

Form	Title	What to Report	To SSA by:	To IRS by:	To Recipient by:
W-2	Wage & Tax Statement	Wages, tips, other compensation; social security, Medicare, withheld income taxes; and advance earned income credit (EIC) payments. Include bonuses, vacation allowances, severance pay, certain moving expense payments, some kinds of travel allowances, and third-party payments of sick pay.	Last day of February (March 31st if e-filed)		January 31
W-2G	Certain Gambling Winnings	Gambling winnings from horse racing, dog racing, jai alai, lotteries, keno, bingo, slot machines, sweepstakes, wagering pools, etc. Generally, \$600 or more; \$1,200 or more from bingo or slot machines; \$1,500 or more from keno.		Last day of February (March 31st if e-filed)	January 31
W-2c	Corrected Wage & Tax Statement	Corrects errors on previously filed W-2s. A W-2c form must be provided to the employee, and a copy mailed to, or e-filed with the IRS (Internal Revenue Service). Do not file a W-2c to correct an address error only. Do not file a W-2c to correct an error on a W-2G form.	File with the employee and SSA as soon as error is discovered		