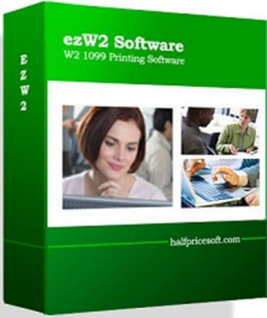# How To Fill Out And File IRS Form W2C

As an employer, you are required to print W-2 forms for your employees and file w-2 form to government. If you discover an error, you need to file Forms W-2c (Corrected Wage and Tax Statement) and W-3c (Transmittal of Corrected Wage and Tax Statement) as soon as possible..

To correct a Form W-2 you have already submitted, you will need to file a Form W-2c with a separate Form W-3c for each year requiring correction. You need to file a Form W-3c whenever you file a Form W-2c, even if you are only filing a Form W-2c to correct an employee's name or Social Security number (SSN).

If you do not have this W2c software, ezW2Correction, installed, you can download it 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
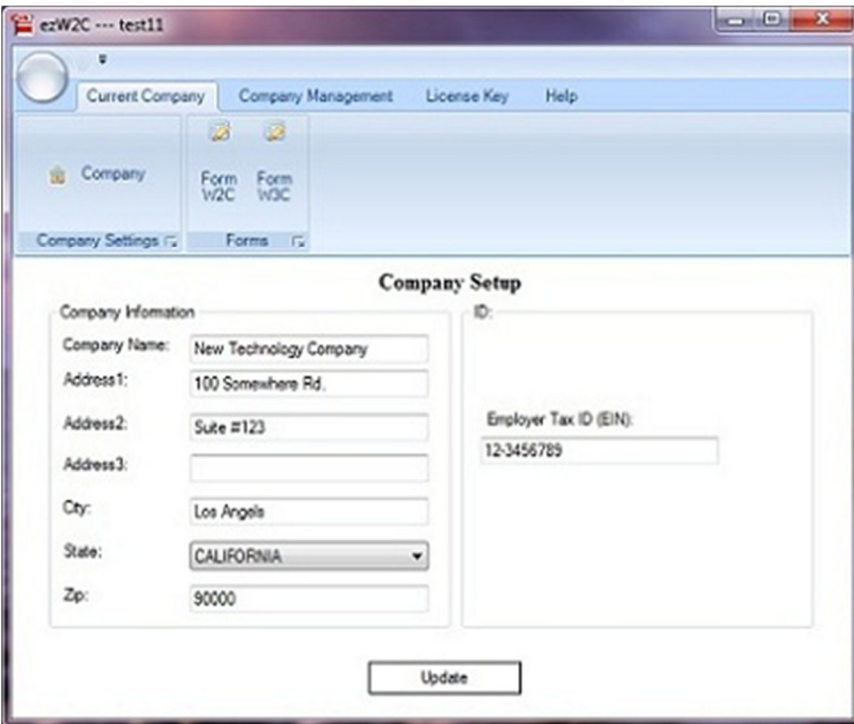
This W-2C software is compatible with Windows 8.1 system, 32-bit or 64-bit. It can run on Windows 8, 7, XP, Me, 2003 and Vista system too.

Below are the steps on how to prepare and print W-2c and W-3c quickly and easily with ezW2Correction software.**ezW2Correction software is approved by SSA to print all W-2c forms and W-3 on the white blank paper.**

Step 1: Start W-2c software and set up company

Start ezW2Correction and click the top menu "Current Company->Company". You need to enter the general company information for w-2c, such as Company Name, Address, Tax ID and others.
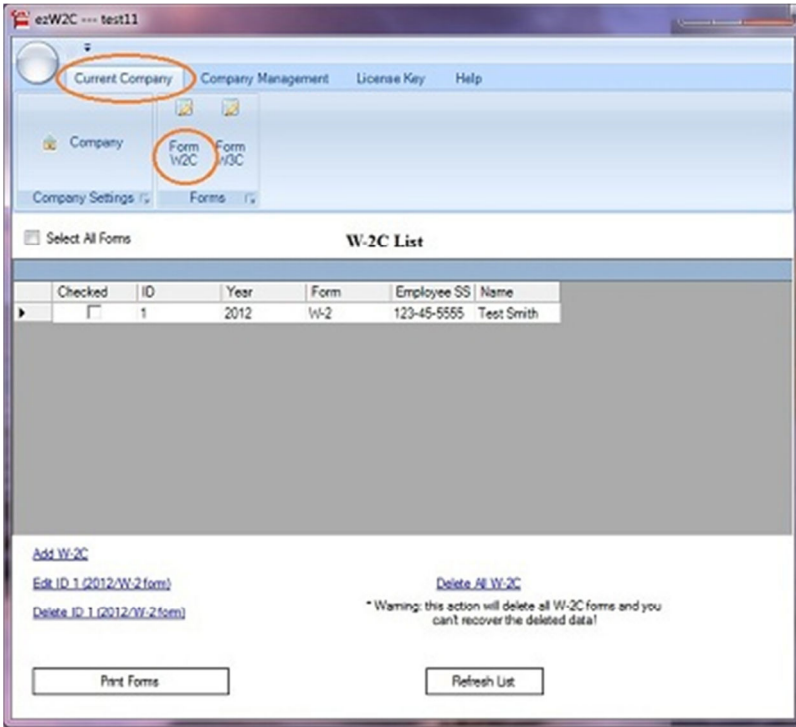

Employer information setup (click image to enlarge)

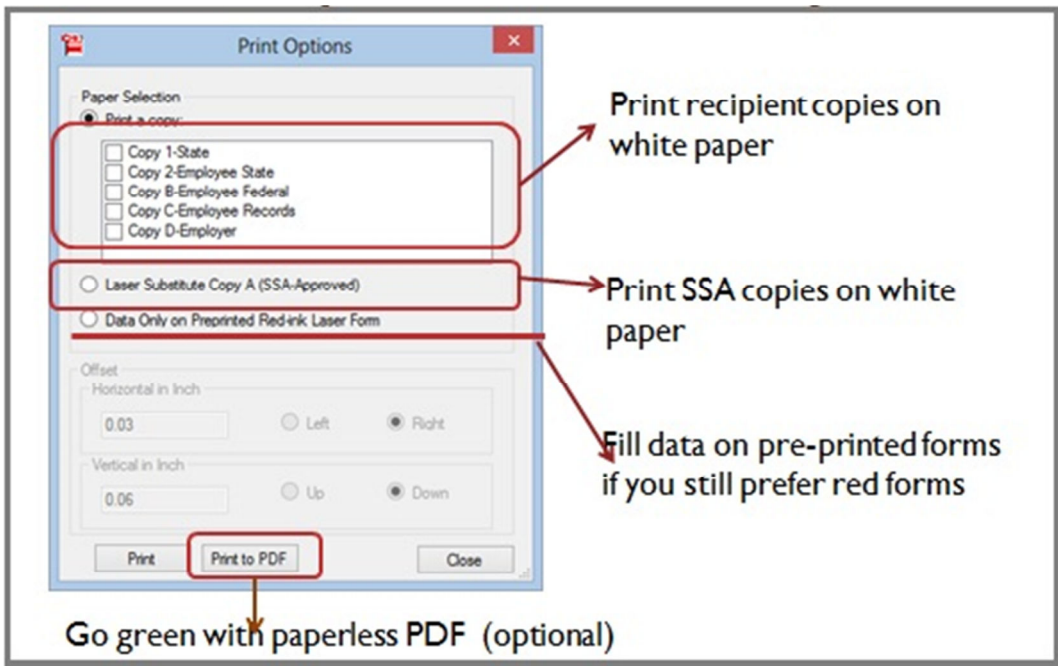## Step 2: Edit and Print Your W-2c forms

You can click the top menu "Current Company->Form W-2c" to view w-2c form list. You can click the button "Add W-2c" form to add a new form.

ezW2Correction is approved by SSA to print W-2c form copy A, B, C, D, 1 and 2 on blank white paper. If you prefer the traditional red form, it can fill data on red form too.

W2c form list(click image to enlarge)

44444	For Official Use Only ► OMB No. 1545-0008		
a Employer's name, address, and ZIP code		c Tax year/Form corrected	d Employee's correct SSN
New Technology Company 100 Somewhere Rd. Suite #123 Los Angels, CA 90000		/ W-2	
		e Corrected SSN and/or name (Check this box and complete boxes f and/or g if incorrect on form previous filed) ☐	
		Complete boxes f and/or g only if incorrect on form previously filed ►	
		f Employee's previously reported SSN	
b Employer's Federal EIN 12-3456789		g Employee's previously reported name	
		h Employee's first name and initial Last name Suff.	
Note: Only complete money fields that are being corrected (exception: for corrections involving MQGE, see the instructions for Forms W-2c and W-3c, boxes 5 and 6).		i Employee's address and ZIP code	

Previously reported	Correct information	Previously reported	Correct information
1 Wages, tips, other compensation	1 Wages, tips, other compensation	2 Federal income tax withheld	2 Federal income tax withheld
3 Social security wages	3 Social security wages	4 Social security tax withheld	4 Social security tax withheld
5 Medicare wages and tips	5 Medicare wages and tips	6 Medicare tax withheld	6 Medicare tax withheld
7 Social security tips	7 Social security tips	8 Allocated tips	8 Allocated tips
9 Advance EIC payment	9 Advance EIC payment	10 Dependent care benefits	10 Dependent care benefits
11 Nonqualified plans	11 Nonqualified plans	12a See instructions for box 12	12a See instructions for box 12
13 Statutory employee Retirement plan Third-party sick pay	13 Statutory employee Retirement plan Third-party sick pay	12b	12b
14 Other (see instructions)	14 Other (see instructions)	12c	12c
		12d	12d

State Correction Information

Previously reported	Correct information	Previously reported	Correct information
15 State	15 State	15 State	16 State
Employer's state ID number	Employer's state ID number	Employer's state ID number	Employer's state ID number
16 State wages, tips, etc.	16 State wages, tips, etc.	16 State wages, tips, etc.	16 State wages, tips, etc.
17 State income tax	17 State income tax	17 State income tax	17 State income tax

Locality Correction Information

Previously reported	Correct information	Previously reported	Correct information
18 Local wages, tips, etc.	18 Local wages, tips, etc.	18 Local wages, tips, etc.	18 Local wages, tips, etc.
19 Local income tax	19 Local income tax	19 Local income tax	19 Local income tax
20 Locality name	20 Locality name	20 Locality name	20 Locality name

For Privacy Act and Paperwork Reduction Act Notice, see separate instructions.   Copy A -- For Social Security Administration

Form **W-2c** (Rev. 2-2009)   **Corrected Wage and Tax Statement**   Department of the Treasury
                                                        Internal Revenue Service
                                    0000/1335

Add/Edit W-2c form(click image to enlarge)

You can also print recipient copies into PDF formats and email them to your employees later.

Step 3: Edit and Print Your W-2c forms

You can click the top menu "Current Company->Form W-3c" to view, edit and print W-3c form. ezW2correction is approved by SSA to print W-3C form on blank white paper. If you prefer the traditional red form, it can fill data on red form too.

Print W-2c Form option (click image to enlarge)

Step 4: Mail W2C Forms

You need to distribute the W-2c recipient copies to your employees. You also need to mail the W2c copy A and W3c to SSA (Social Security Administration)

ezW2Correction W-2c and W-3c software can support unlimited companies, forms and recipients with no extra cost. If you have multiple companies, you can click the top menu Company Management to add a new company, then repeat step 2 to step 4 to print forms.