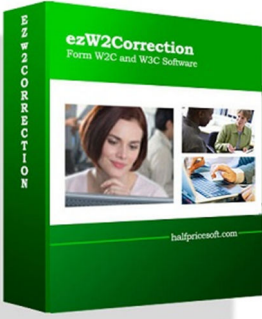# W-2C Form Filing: How to Import Employee and W2 data

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 may 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.

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 import data from .csv file into ezW2Correction software.

Data File for Importing

The data file should be saved as .csv file.

- **Download Link**
If you need a sample file for testing purpose, you can download it here. You need to unzip it after downloading it.

- **How to convert Excel file to .csv file**
If your data is saved in Excel file, you can convert it easily by clicking Excel top menu "File", then click "Save As" to save it as .csv (comma delimited) file.
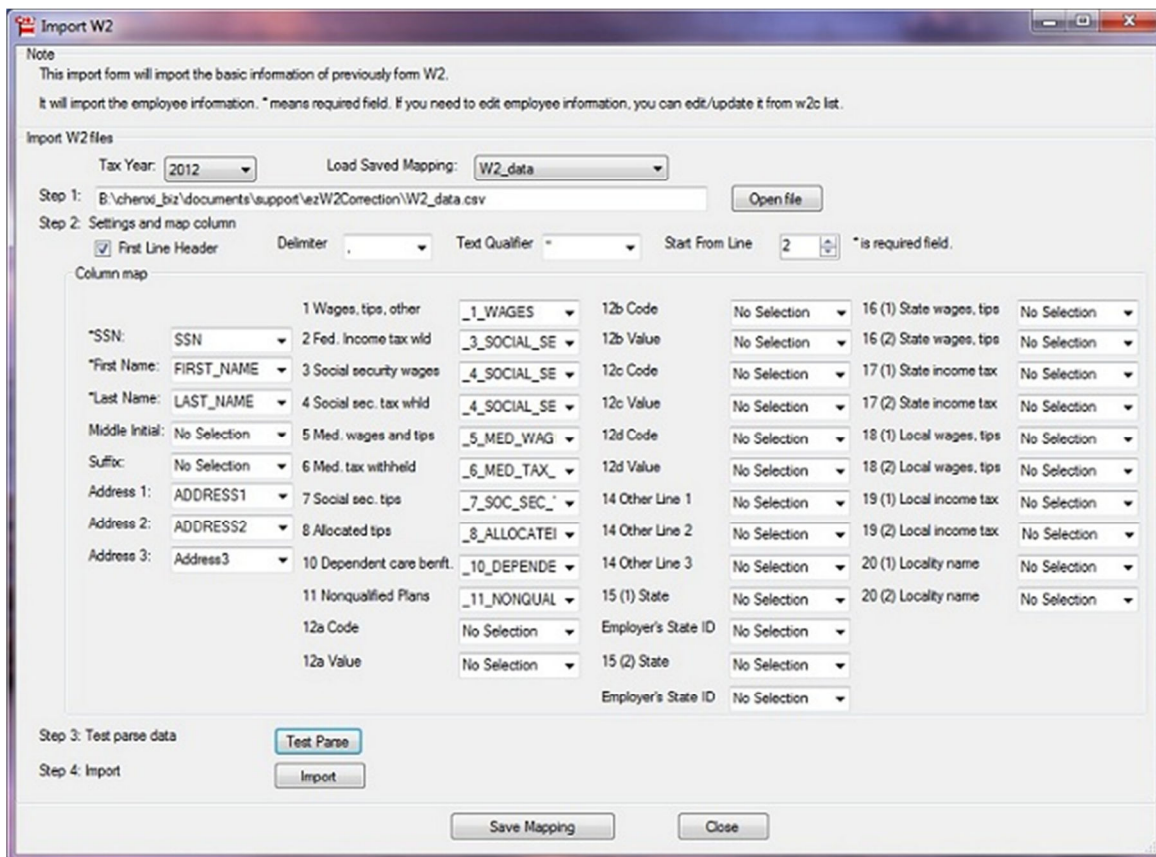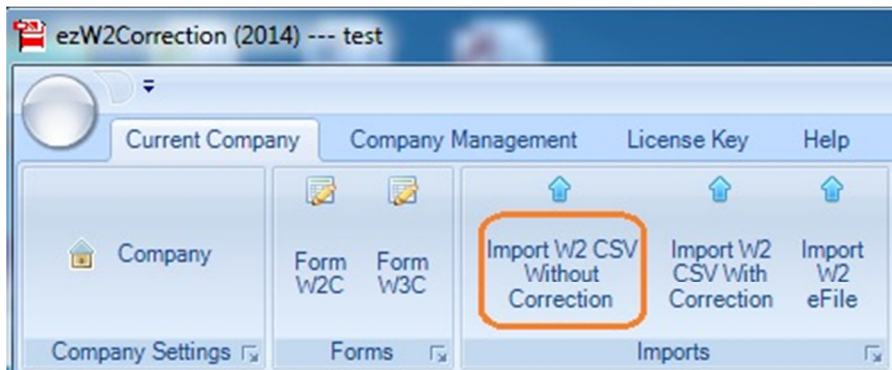
Start W-2c software

You can click ezW2Correction desktop shortcut icon to start ezW2Correction software.

Option 1: Import Previous W2 Data

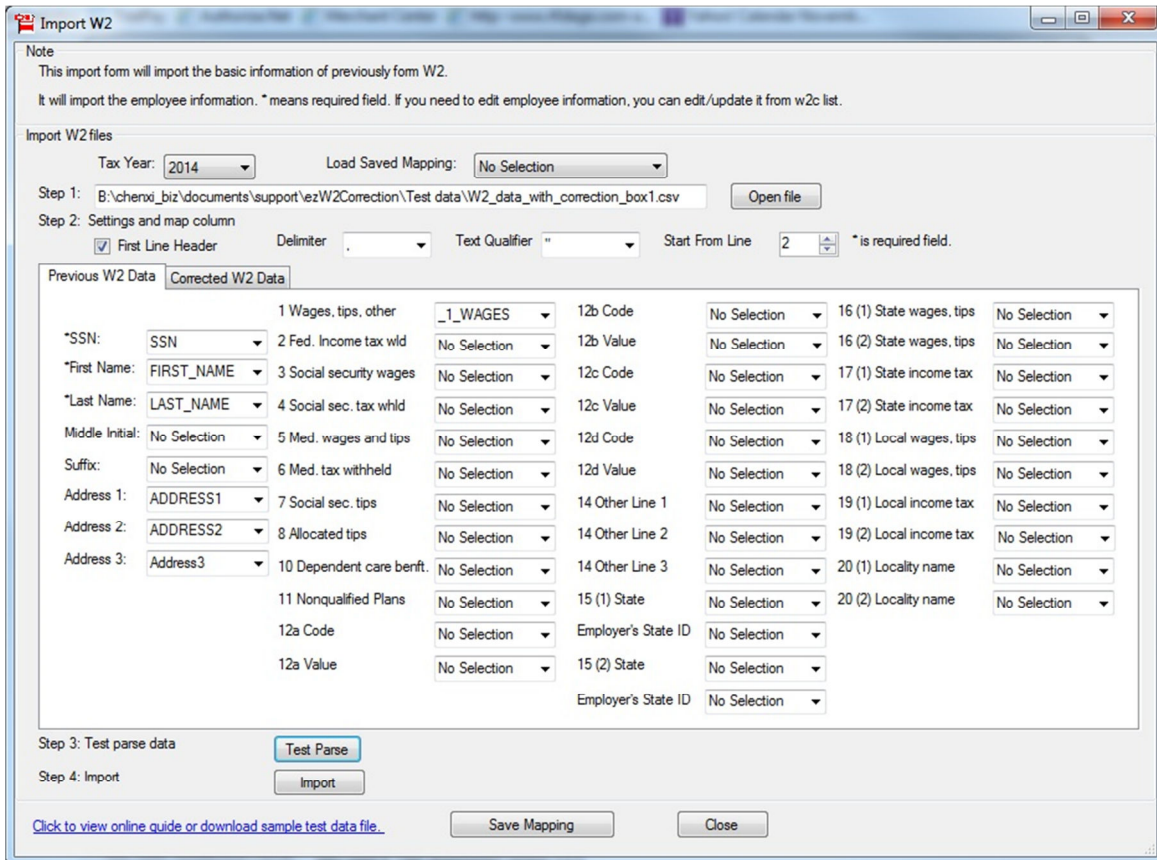This function is available inside advance and enterprise versions.

You can click the top menu "Current Company" then click sub menu "Import W2 CSV" button. You can follow the structions to import data.

Import screen (click image to enlarge)

Option 2: Import both Previous and Correction W2 Data

This function is available inside enterprise version only.

Import screen (click image to enlarge)