

# Example 3: W2s on Pressure Seal Blank Forms

Employee W2s

File Reports Pin To Help

General Employee W2s Create Electronic File Print W2s

Report: W2s - Pressure Seal

Top Margin: 0.25

Left Margin: 0.52

Custom Referenced Field: No Custom Referenced

4 on a Page:

Print Reissue Statement:

Print Control Number:

Print Instructions for Employee:

Print Last Four Digits of Federal ID:

Employee Address Formatted with Extra Spacing:

Copies to Print: 2

Copy 2-To Be Filed With Employee's State, City, or Local Income Tax Return.

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

Copy C-For EMPLOYEE'S RECORDS

Copy D-For Employer.

Do not select the 4 on a Page field for the pressure seal format.

The Print Control Number field does not apply to the W2s - Pressure Seal format; the control number will not print even if this field is selected.

Select All | Unselect All

Employee Selection

Selected	Employee ID	Last Name	First Name	Active	Employee Status	Pay Group ID	Has Reportable Values	Tax Forms Email	Web Link W2 Consent	BUILDINGID	DEPEI
<input type="checkbox"/>	ANDEJUL	Anderson	Julia	<input checked="" type="checkbox"/>	Hired	HOTLUNCH	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	MS	
<input type="checkbox"/>	BAKEFRA	Baker	Frank	<input checked="" type="checkbox"/>	Hired	ADMIN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	HS	
<input type="checkbox"/>	BELLWAL	Bell	Walter	<input checked="" type="checkbox"/>	Hired	CERTIFIED	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	MS	
<input checked="" type="checkbox"/>	BROWDAV	Brown	David	<input checked="" type="checkbox"/>	Hired	BUS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	HS	
<input checked="" type="checkbox"/>	COLLOLI	Collins	Olivia	<input checked="" type="checkbox"/>	Hired	CERTIFIED	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	ELM	
<input checked="" type="checkbox"/>	GREEDAL	Green	Dale	<input checked="" type="checkbox"/>	Hired	CERTIFIED	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	MS	
<input type="checkbox"/>	HERNGRA	Hernandez	Grace	<input checked="" type="checkbox"/>	Hired	CERTIFIED	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	ELM	
<input type="checkbox"/>	HUGHMIL	Hughes	Mildred	<input checked="" type="checkbox"/>	Hired	ADMIN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	MS	
<input type="checkbox"/>	JACKKAT	Jackson	Kathy	<input checked="" type="checkbox"/>	Hired	CERTIFIED	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	ELM	
<input type="checkbox"/>	JOHNWIL	Johnson	William	<input checked="" type="checkbox"/>	Hired	ADMIN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	ADM	
<input checked="" type="checkbox"/>	KINGLIN	King		<input checked="" type="checkbox"/>							
<input checked="" type="checkbox"/>	MADISUS	Madison		<input checked="" type="checkbox"/>							

Select the employees for which to print the W2s. If needed, change the filters to only display certain employees, such as only those that are active (or inactive) or are defined to receive a paper W2 (not be emailed or not consented to receive only an electronic W2 via Web Link).

Diagram E

Diagram F

2025 Wage and Tax Statement

OMB No. 1545-0045

15 MAIN STREET  
SOMEPLACE IA 50300

DALE JOSEPH GREEN JR  
8675 JACKSON BLVD  
SOMEPLACE IA 56480

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