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).



Below are the steps on how to prepare and print W-2c and W-3c quickly and easily with <u>ezW2Correction software</u>.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.

Current Comp	any Company Management	License Key Help
🙍 Company Iompany Settings 🗘	Form Form W2C W2C	
	Comp	oany Setup
Company Information	pn	ID:
Company Name:	New Technology Company	
Address1;	100 Somewhere Rd.	
Address2	Suite #123	Employer Tax ID (EIN):
Address3:		12-3456789
Cty:	Los Angels	
State:	CALIFORNIA -	
Zp:	90000	

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.

	_	Company		egement Li	cernae Key Hel	P	
Company Settings 7: Forms 7:							
Selec	at All Form	6		W	2C List		
0	ecked T	1	Year 2012	Form W-2	Employee SS 123-45-5555		
dd W-	1 (2012/V	V-21om) 2/W-21om)		1	Warning: this action	At W-2C n will delete all W-2C forms and you cover the deleted data1	

W2c form list(click image to enlarge)

44444 For Official Use OMB No. 1545-0					
a Employer's name, address, and		c Tax year/Torm corrected	d Employee's correct SSN		
New Technology Compa	ny	/ 1/2	Concession of the local division of the loca		
100 Somewhere Rd.		e Corrected SSN and/or name (Check this box and complete			
Suite #123		boxes f and/or gifincorrect on form previous fied)			
Los Angels, CA 50000		Complete boxes fancion g only if incorrect on form previously file 7 Employee's previously reported SSN			
b Employer's Federal CIN 12 - 345	6789	g Employee's previously reported name			
		h Employee's first name and inits	a Lastrarre		
Note: Only complete money field (exception: for corrections invol	ing MQGE, see the instructions				
for Forms W-2c and W-3c, boxes Previously reported	Gand 6) Correct information	Previously reported Correct information			
Wages, tex. other compensation	1 Wages, tas, other compensation	2 Feteral nonrie tax withheit	2 Fataral moorie tax withheit		
3 Social security wages	1 Social security wages	4 Societ security tax withhere	4 Social security tax we mater		
5 Intellicare wages and tos	5 Madeare wages and tas	6 Madeane tax withheit	6 Medicare las without		
7 Sociar and wrty Tau	1 Societ security top	8 Alocated Tax	8 Allocated Tax		
Azvance EIC payment	9 Abana BC saynes	13 Dependent care benefits	10 Dependent care benefits		
Tables Areas Treast	11. Nonjustified parts	124 See restructions for tox 12	129 See Halfvollers for box 12		
0 0 0	13 though Adversed Trobart		123		
CPar (see Patrix(104s)	14 Care (res with the at	124	124		
5055 GS 0174	State Correction	on information			
Previously reported	Correct Information	Previously reported	Correct informatio		
5 Blate	15 State	15 State	10 State		
Employers state ID number	Employer's state ID number	Employer's state ID number	Employer's state ID number		
1 State wages, tox, etc.	18 State wages, ton, etc.	19 State wapes, tos, att	16 State wages, too, etc.		
7 State moorne ten	17 State mome las	17 State income tax	17 State income tax		
(A)		ction Information			
Previously reported	Correct information	Previously reported	Correct informatio		
a sole signs real as	to sold rept. fut. etc.	a sale tayle res. es	1 100 100 100 100		
5 Local moome tax	15 Local moome has	19 Local income tax	18 Social income tax		
0 Locality name	20 Locality name	20 Locality name	20 Locality name		

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.