



## Article # 1062

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### Technical Note: Amending W-2 information After the W-2 has Been Updated or Confirmed

**Difficulty Level:** Intermediate Level AccountMate User

**Version(s) Affected:** AccountMate 7 for SQL and Express  
AccountMate 6.5 for SQL and MSDE  
AccountMate 6.5 for LAN

**Module(s) Affected:** PR

**Posting Date:** 01/16/2008

#### DESCRIPTION

There may be times when you have already updated/confirmed the W-2 information for an employee only to find that there are still additional wages or adjustments to be addressed for the current tax year. This document will provide you with the guidelines necessary to handle these payroll transactions so that they will be accurately reflected on the W-2 forms for the current tax year.

#### SOLUTION

AccountMate allows you to apply payroll and to print checks for your employees even after you have performed the W-2 Information Update for the current tax year; however, these additional wages and the applicable taxes will not be reflected on the W-2 forms as it normally would have been had these transactions been posted before the W-2 Update was performed.

As will be discussed in the following sections, there are two ways to correct the W-2 forms.

**NOTE:** *The procedures described below apply only if the W-2/1099 Year-End Closing is not performed yet.*

Follow these procedures to correct the W-2 forms after W-2 Information Update is performed:

1. Record the employees' additional wages; then, apply payroll/payment as you would under normal circumstances.

2. Post handwritten checks or print computer checks. At this point, the employee balances and applicable taxes are updated as shown in the Fed. W/H, State W/H and Local W/H tabs of the Employee Maintenance function.
3. Access the **W-2 information Update** function from the Maintenance menu; then, select **Current-Year W-2 Information Update**. Enter the number of the employee whose W-2 information you wish to amend. Notice that the values shown do not match the balances in the employee record; the system does not update the W-2 information for payroll transactions posted after the W-2 Information Update has been performed for the current tax year.
4. Perform either of the following options:
  - *Option 1:*  
Click the **Delete** button to remove the existing W-2 record for this employee; then, enter the same employee number in the **Current-Year W-2 Information Update** function window. The values shown should now include the additional payroll transactions. Click Update to confirm the W-2 information.
  - *Option 2:*  
Amend the values in the **Current-Year W-2 Information Update** window by manually typing the correct amounts based on the updated values in the **Employee Maintenance** record; then, click Update to save your changes.
5. Access the Print W-2 Form to print/preview W-2 information. Notice that the information has been updated for the additional/amended wages.

**NOTE:** *If you are running builds lower than MS702 or LN603 Upgraded Payroll, you must use the Print W-2 Form function in the Payroll W-2/1099 program to print W-2s. The Payroll W-2/1099 program is separate from the AccountMate program and is included in the Payroll Tax Update program.*

Adequately understanding the W-2 Information Update feature will help you to easily ensure the accuracy of the W-2 forms you produce.

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