Click each field to read IRS instructions and what each box means, view Quickboks Desktop Information, and troubleshooting tips.

22222	Void ☐	**a** Employee's social security number	**For Official Use Only** ▶ **OMB No. 1545-0008**

b Employer identification number (EIN)	**1** Wages, tips, other compensation	**2** Federal income tax withheld
c Employer's name, address, and ZIP code	**3** Social security wages	**4** Social security tax withheld
	5 Medicare wages and tips	**6** Medicare tax withheld
	7 Social security tips	**8** Allocated tips
d Control number	**9** Verification code	**10** Dependent care benefits

e Employee's first name and initial	Last name	Suff.	**11** Nonqualified plans	**12a** See instructions for box 12

13 Statutory employee ☐ Retirement plan ☐ Third-party sick pay ☐	**12b**
14 Other	**12c**
	12d
f Employee's address and ZIP code		

15 State	Employer's state ID number	16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.	19 Local income tax	20 Locality name

Form **W-2** Wage and Tax Statement **2017**

Department of the Treasury—Internal Revenue Service

Copy A For Social Security Administration — Send this entire page with Form W-3 to the Social Security Administration; photocopies are **not** acceptable.

For Privacy Act and Paperwork Reduction Act Notice, see the separate instructions.

Cat. No. 10134D

Do Not Cut, Fold, or Staple Forms on This Page

Overview

For a detailed explanation of each line, refer to the General Instructions for Forms W-2 and W-3.

To ensure that your W-2s print correctly:

• Be sure to purchase W-2 paper that works with the payroll service you are currently using. If you are unsure which type of paper to use, go here. Then choose the right W-2 form for your QuickBooks and Payroll version.
• Update your tax tables in QuickBooks Desktop prior to printing your W-2s to ensure that the correct dates appear on the forms.