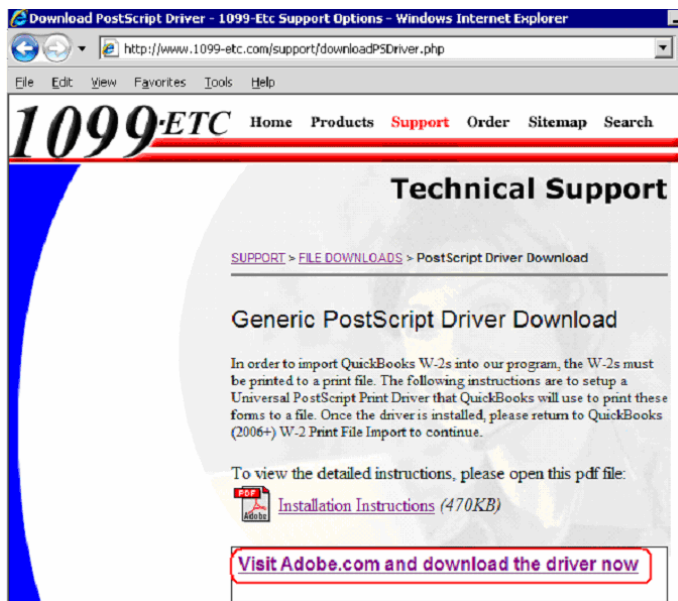


# Installing a QuickBooks (2006+) W-2 Print File Driver and Creating the W-2 Print File

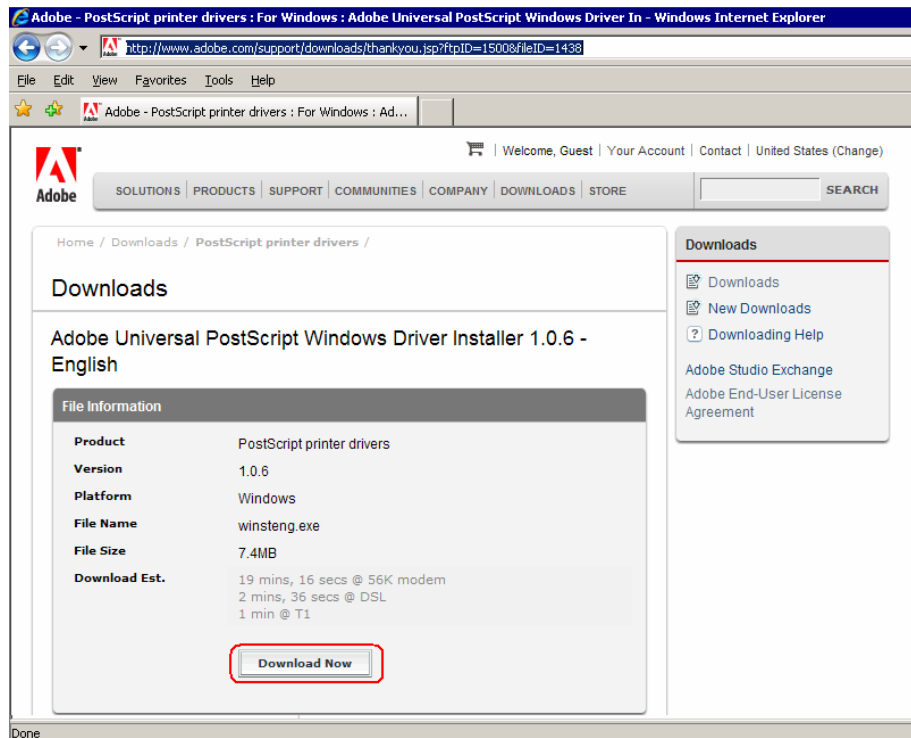
The following instructions will guide you through installing the Generic PostScript Printer and then creating the W-2 Print file. Once the Print File is created, you will need to re-open the 1099-Etc program and, at the Main Menu, select **Utilities>Import Assistant> Import W-2s from QB 2006+** to begin the import.

## Installing the W-2 Print File Driver

Click **Visit Adobe.com** and download the driver now.

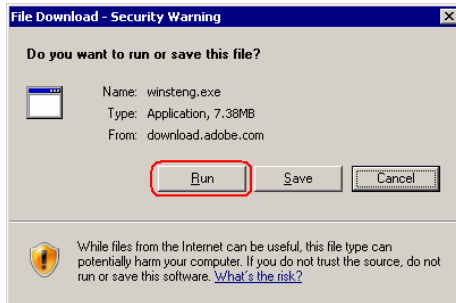


Click **Download Now**.

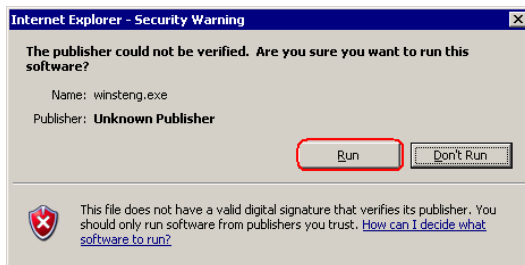


# Installing a QuickBooks (2006+) W-2 Print File Driver and Creating the W-2 Print File

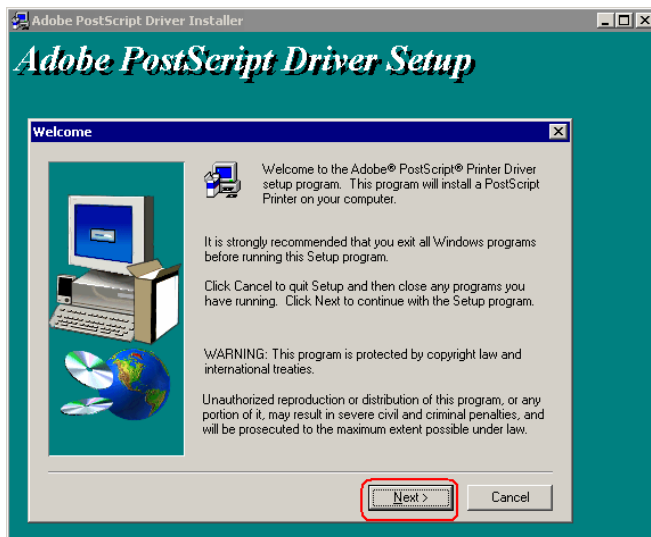
Select **Run**.



Select **Run**.

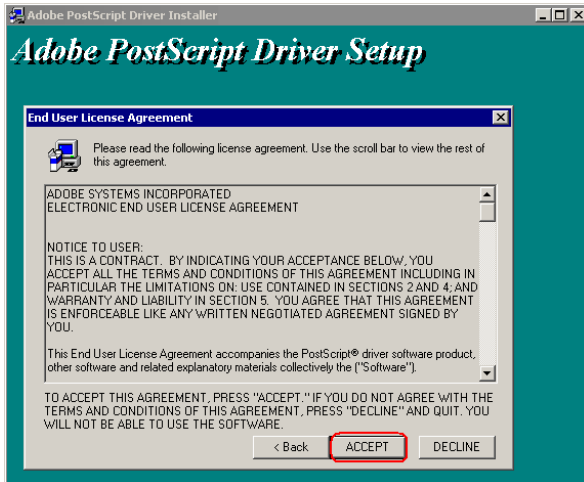


Click **Next**.

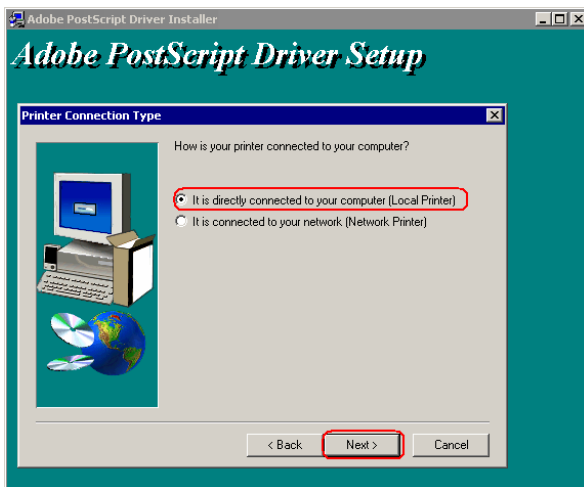


# Installing a QuickBooks (2006+) W-2 Print File Driver and Creating the W-2 Print File

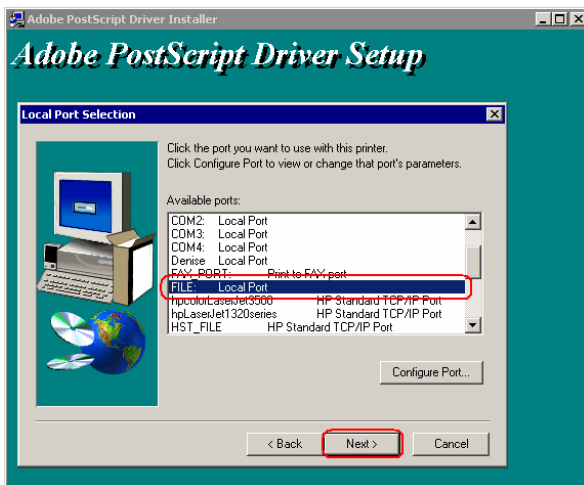
Select **ACCEPT**.



Select **It is directly connected to your computer (Local Printer)** and click **Next**.

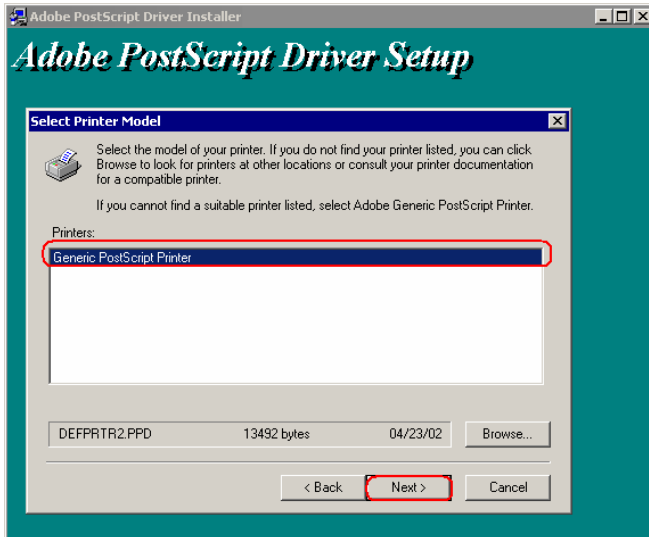


Select **FILE: (Local Port)** and click **Next**.

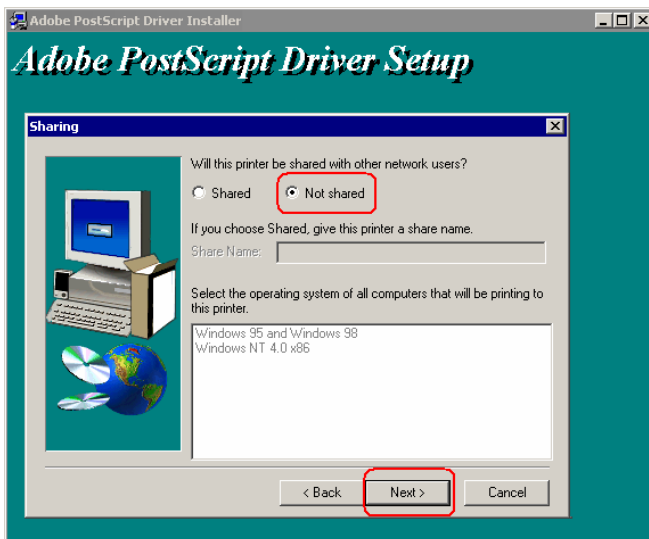


# Installing a QuickBooks (2006+) W-2 Print File Driver and Creating the W-2 Print File

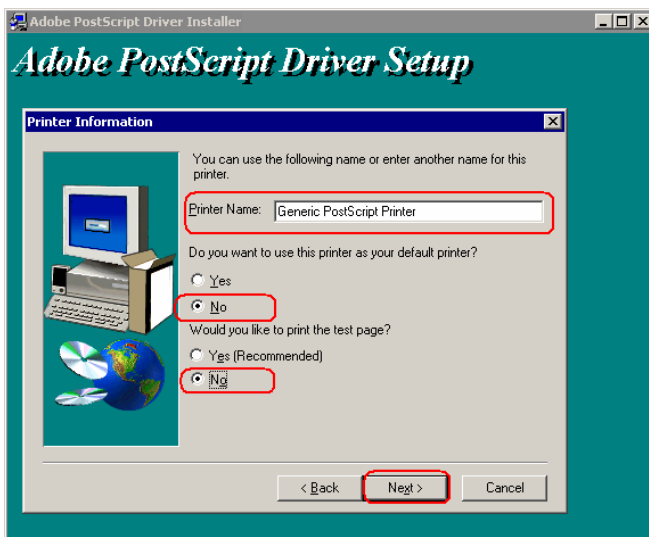
Highlight **Generic PostScript Printer** and click **Next**.



Select **Not Shared** and click **Next**.



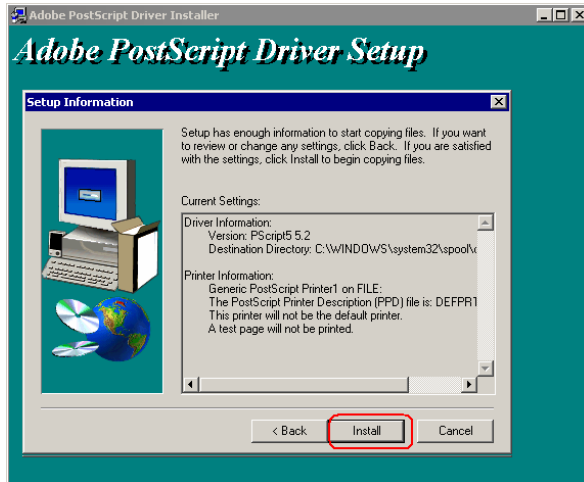
Make sure this screen reflects the following information and click **Next** to continue.



**Do NOT change the Printer Name.**

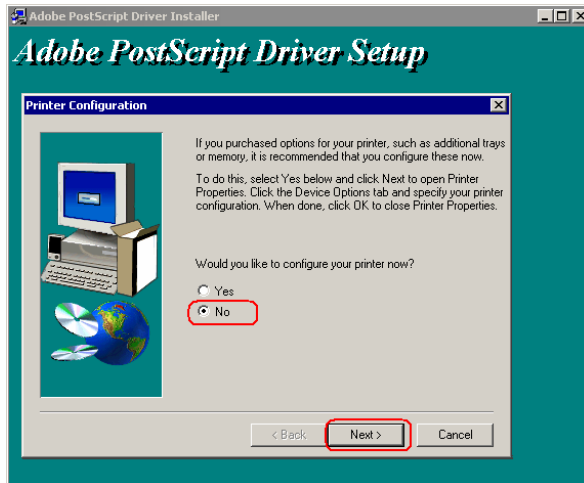
## Installing a QuickBooks (2006+) W-2 Print File Driver and Creating the W-2 Print File

Click **Install**.

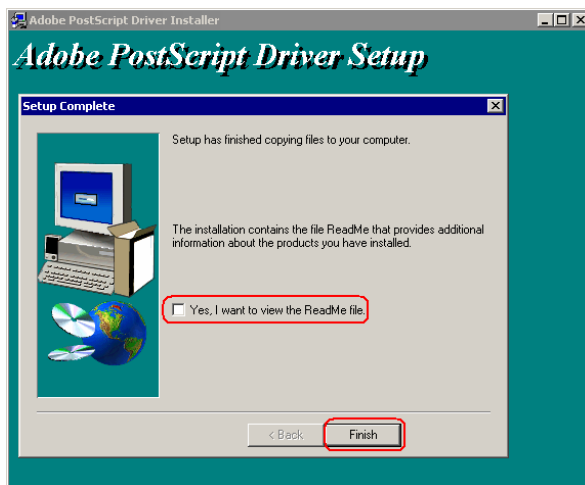


*It may take a few minutes for the driver to be installed.*

Select **No** and click **Next**.



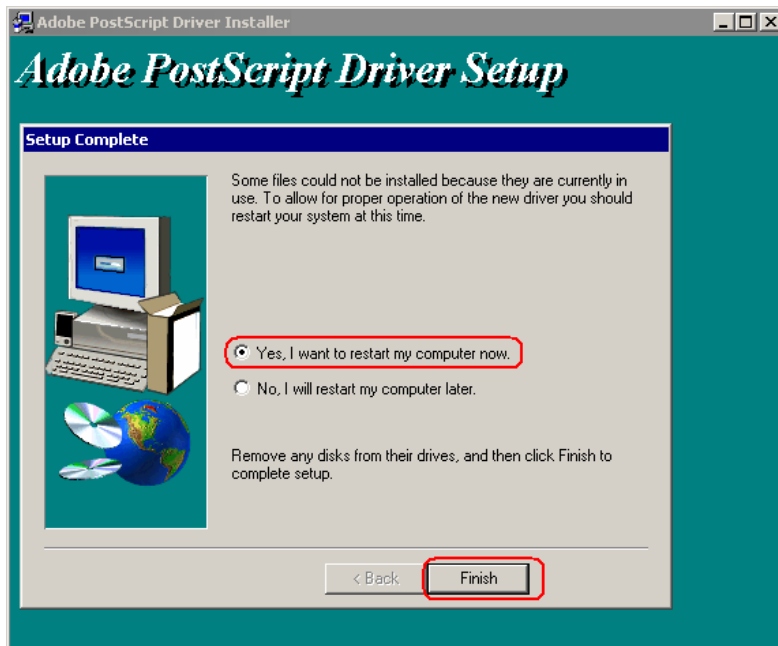
Remove the check from **Yes, I want to view the ReadMe file** and click **Finish**.



## Installing a QuickBooks (2006+) W-2 Print File Driver and Creating the W-2 Print File

*Before proceeding, please make sure that all other software applications are closed.*

Select **Yes, I want to restart my computer now** and click **Finish**.

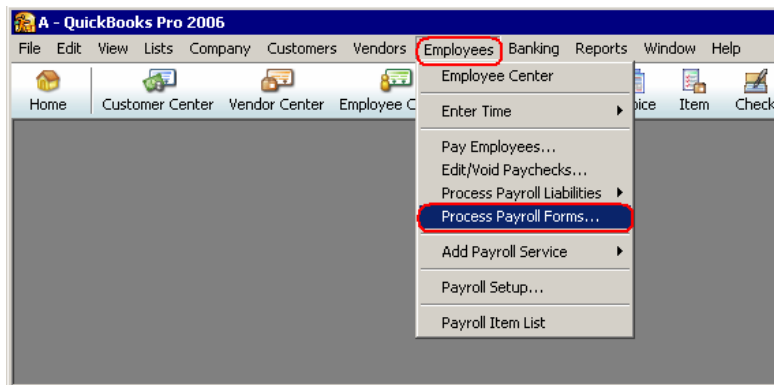


Your printer is now installed.

Once the computer reboots, open up the company's QuickBooks file and continue with the instructions below.

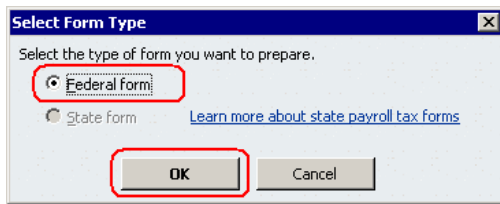
### **Creating the W-2 Print File**

Open your client in QuickBooks. Select **Employee>Process Payroll Forms**.



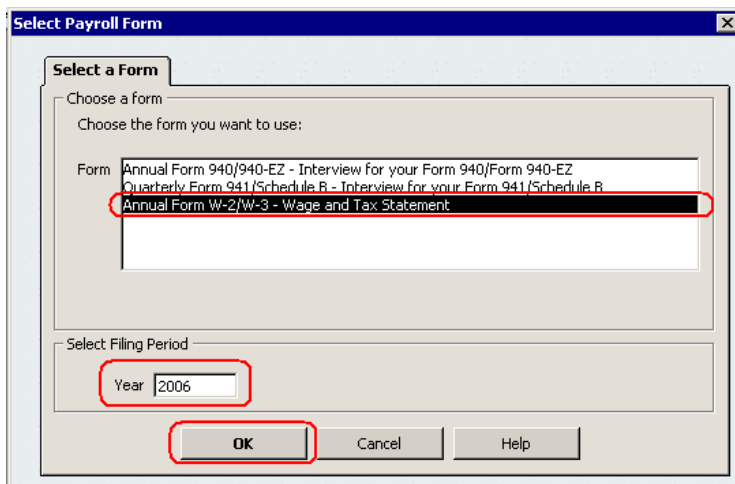
## Installing a QuickBooks (2006+) W-2 Print File Driver and Creating the W-2 Print File

Select **Federal Forms** and then click **OK**.



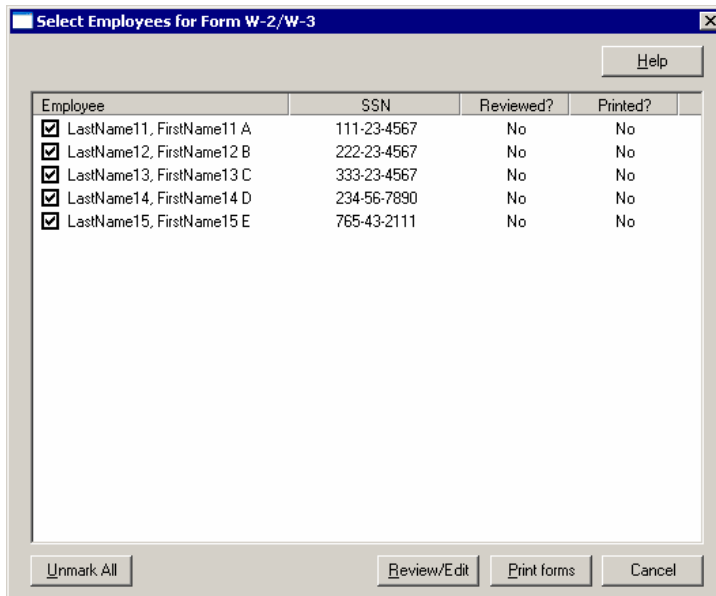
The dialog box titled "Select Form Type" has a close button in the top right corner. It contains the text "Select the type of form you want to prepare." Below this text are two radio buttons: "Federal form" (which is selected and circled in red) and "State form". A blue hyperlink "Learn more about state payroll tax forms" is located to the right of the "State form" button. At the bottom of the dialog are two buttons: "OK" (circled in red) and "Cancel".

Highlight **Annual Form W-2/W-3 - Wage and Tax Statement**, enter the appropriate **Year** and click **OK**.



The dialog box titled "Select Payroll Form" has a close button in the top right corner. It features a tabbed interface with a "Select a Form" tab. Under this tab, it says "Choose a form" and "Choose the form you want to use:". A list box contains three items: "Annual Form 940/940-EZ - Interview for your Form 940/Form 940-EZ", "Quarterly Form 941/Schedule B - Interview for your Form 941/Schedule B", and "Annual Form W-2/W-3 - Wage and Tax Statement" (which is highlighted with a red box). Below the list box is a "Select Filing Period" section with a "Year" dropdown menu set to "2006" (circled in red). At the bottom are three buttons: "OK" (circled in red), "Cancel", and "Help".

Select the employees and then click **Print Forms**.



The dialog box titled "Select Employees for Form W-2/W-3" has a close button in the top right corner and a "Help" button. It contains a table with the following data:

Employee	SSN	Reviewed?	Printed?
<input checked="" type="checkbox"/> LastName11, FirstName11 A	111-23-4567	No	No
<input checked="" type="checkbox"/> LastName12, FirstName12 B	222-23-4567	No	No
<input checked="" type="checkbox"/> LastName13, FirstName13 C	333-23-4567	No	No
<input checked="" type="checkbox"/> LastName14, FirstName14 D	234-56-7890	No	No
<input checked="" type="checkbox"/> LastName15, FirstName15 E	765-43-2111	No	No

At the bottom of the dialog are four buttons: "Unmark All", "Review/Edit", "Print forms", and "Cancel".

## Installing a QuickBooks (2006+) W-2 Print File Driver and Creating the W-2 Print File

Select **Blank/Perforated Paper**, select **W-2 - Copy A: for the Social Security Administration, 2 per page** and then select **Printer Setup**.

**Print W-2 and W-3 forms** (5 of 5 employees selected)

1. **Select paper:**

- Blank / Perforated Paper
- Preprinted Forms: May require alignment

2. **Select item to print:**

**For employees**

- W-2 forms - Copies B, 2, and C: for Federal tax return, State, and Employee
- 3 per page: copies B, 2, C
- 4 per page: copies B, 2, 2, C

**For employer**

- W-2 - Copy D: for your records, 2 per page
- Employer filing instructions: for W-2 and W-3 forms

**For government**

- W-3, 1 per page
- W-2 - Copy A: for the Social Security Administration, 2 per page
- W-2 - Copy 1: for your State or Local Tax Department, 2 per page

Printer: HP LaserJet 6P on USB001

Buttons: Help, Align, Print Test, **Printer Setup**, Print, Close Window

Select the **Generic PostScript Printer** and click **OK**.

**Note:** If this Printer is not listed, please see Installing a QuickBooks W-2 Print File Driver for instructions.

**Print Setup**

Printer:

Name: HP LaserJet 6P

Status: \\Denise\Wicket\image

Type: Acrobat Distiller

Where: Generic / Text Only

Comment: Generic / Text Only (Redmon)

Paper:

Size: HP color LaserJet 3500N

Source: hp LaserJet 1320 PCL 6

Orientation:  Portrait

Landscape

Buttons: Network..., **OK**, Cancel

## Installing a QuickBooks (2006+) W-2 Print File Driver and Creating the W-2 Print File

Next select **Print**.

**Note:** The printer listed is now the **Generic PostScript Printer on FILE:**

Print W-2 and W-3 forms

4 of 4 employees selected  
[How to print one employee](#)  
[How to order tax forms](#)

1. Select paper:

- Blank / Perforated Paper
- Preprinted Forms: May require alignment

2. Select item to print:

**For employees**

- W-2 forms - Copies B, 2, and C: for Federal tax return, State, and Employee
- Employee filing instructions: Required if not already printed on paper

**For employer**

- W-2 - Copy D: for your records, 2 per page
- Employer filing instructions: for W-2 and W-3 forms

**For government**

- W-3, 1 per page
- W-2 - Copy A: for the Social Security Administration, 2 per page
- W-2 - Copy 1: for your State or Local Tax Department, 2 per page

Tip: The government requires these forms be printed on perforated paper

Printer: Generic PostScript Printer on FILE:

Help Align Print Test Printer Setup Print Close Window

You will need to indicate where the file is to be created as well as the file name. We recommend that you enter in the following.

**Note:** You can choose to create the file wherever you wish, just make note of the location and the file name. You will need this information later.

Print to File

Output File Name: C:\QBW2.prn

OK Cancel

Once the file is created, open the 1099-Etc program and from the **Main Menu**, select **Utilities>Import Assistant>Import W-2QB 2006+**. Follow the prompts to import the W-2 data.