

W-2 Printing Guidelines

General Rules About Laser Printing

The variations between laser printers (even two different serial numbers of exactly the same model) - and the variations between the different laser W-2 forms available - make it necessary to adjust your printer setup to optimize the appearance of your laser tax forms. Because these changes may move other forms if you change your existing printer (for checks, etc.), define a new Device Code (perhaps PW2).

General Setup Recommendations For Printing Laser W-2 Forms

These recommendations are based on many hours of testing by Customer Support Services. We have found the following settings to be most favorable for printing W-2 forms.

Using a Physical Device Setup in Device Configurator

- We strongly recommend creating a new printer device to be used solely for W-2 form printing.
- After setting up the Device Code, run the PRZRK2 program to align the W-2 form for your printer.
- This program can only be used with printers that are HPIII or HPIV compatible.

Device Code Setup

1. Select **Device Configurator** from the **Library Master Utilities** menu
2. Type *PW2* in the **Device Code** field and press ENTER.
Note: The PW2 Device Code is our choice, you can use any name desired
3. Select Physical Device for **Device Type** and press ENTER
4. Type *LPT1* in the **Device Name** field and press ENTER
5. For **Driver Code**, select the printer driver for the printer you will use to print the W-2 forms and press ENTER. (For example, with an HP LaserJet Series III printer, use the “HP Laser Series III” Driver Code)
Note: Any Driver Code which ends with “Land” means that Driver Code is set up for Landscape printing. Do not select these Driver Codes to print W-2 forms.
6. Select 80 Column for **Printer Type** and press ENTER
7. Type *060* in the **Lines/Page** field and click the **Accept** button
8. Exit Device Configurator

Using a Windows Driver

The matrices we have provided should be used as a starting point. The Top of Form, Tab Right, Tab to, and Skip Lines settings were accurate in our testing. This does not mean those settings will work for your printer, but any necessary adjustments should be minimal.

Matrix Term	Description
Printer:	Physical printer used.
Driver:	Windows Printer – The Windows printer driver.
Driver:	Device Configurator – Driver from the Driver Code field.
Workstation:	Workstation where W-2s are printed.
Server:	The computer serving the network to which the workstation is attached.
Device Code:	The Device Configurator Driver Code. If the description for this field is Windows Printer then the Device Configurator was not used.

Matrix Term	Description
Tab Right:	On the W-2 Form Printing screen, enter the number of positions to the right to start printing the second form. This field is available only if you selected Laser Forms - 4 Per Page at the W-2 Form To Print field on the W-2 Form Printing screen.
Skip Lines:	On the W-2 Form Printing screen, enter the number of lines to skip before printing the next pair of forms. This field is available only if you selected Laser Forms - 4 Per Page at the W-2 Form To Print field.
Tab to:	On the W-2 Form Printing screen, enter the beginning left margin print position. The left margin is tab position 0. Each tab position is equal to the number of characters to the right of the left margin. For example, tab position 5 is five characters to the right of the left margin. This value is 0 for Laser Forms-4 per page.
Top Margin:	The top margin of the form can be specified in 1/1000th of an inch. The default setting is 350. Changing the top margin will move the entire form up or down vertically. To adjust this value, click the Form button which is located on the W-2 Form Printing screen.

Adjusting the Print Positions for Individual Form Fields

The W-2 Form printing tests conducted by Customer Support Services identified three fields which may need to be adjusted when printing the **Laser Forms 2 per page** W-2 forms. We found that reducing the Tab position by 1 worked for us - you may need to make additional adjustments.

1. Select **W-2 Form Printing** from the Payroll **Period-end Processing** Menu.
2. Click the **Form...** button found on the W-2 Form Printing screen.
3. Click the **Details** tab.
4. Change the Data line for the following Field Descriptions.

	Field Description	Print?	Line	Tab	Print?
Line:	State Withholding Wages	Y	024	020	N
Change to:	State Withholding Wages	Y	024	019	N
Line:	State Income Tax W/H	Y	024	030	N
Change to:	State Income Tax W/H	Y	024	029	N
Line:	Local Withholding Wages	Y	024	047	N
Change to:	Local Withholding Wages	Y	024	046	N

[Go to the W-2 Printer Matrix](#)