

W-2 CONTINUOUS 1-WIDE

Special Lightweight Carbonless Paper is used on all W-2 Forms for the best possible impression on all printers.

Form W-2, 1-Wide as shown is our most popular form because of its construction and versatility. It can be used on Data Processing Computers, Mini-Computers (see Twin Sets) and typewriters.

This form is available in 4, 6, or 8 parts.

OVERALL SIZE: 9-1/2" X 5-1/2"

DETACHED: 8-1/2" X 5-1/2" (except Copy A which must be furnished to the IRS as 11" to provide a 8-1/2" x11" scannable page.)

CONSTRUCTION: Parts 1, 2 and 6 (Employer's) are crimped for easy decollation and distribution by employers. Parts 3, 4 and 5 (Employee's) are glued and remain as a packet for ease of handling.

AFTER HANDLING: Remove left margin, decollate all employer's copies. Burst copy A every 11", all other copies every 5-1/2". Employee's Copies (which are glued on the right) will remain as a set for easy envelope insertion.

W-2 CONTINUOUS 1-WIDE FORM NUMBERS

- Carbonless
- Form X17 4-Part
- Form X18 6-Part
- Form X28 8-Part

W-2 PARTS SEQUENCE GUIDE

- Copy A - Social Security Administration
- Copy 1 - Filed with Employer's State/City or Local Tax Return
- Copy B - Filed with Employee's Federal Tax Return
- Copy C - For Employee's Personal File.
- Copy 2 - Filed with Employee's State/City or Local Tax Return
- Copy D - For the Employer's Record (Also may be used as an extra Copy 1)

4-PART W2		6-PART W2		8-PART W2	
Part 1	Copy A	Part 1	Copy A	Part 1	Copy A
Part 2	Copy B	Part 2	Copy 1/D	Part 2	Copy 1/D
Part 3	Copy C	Part 3	Copy B	Part 3	Copy 1/D
Part 4	Copy 1/D	Part 4	Copy C	Part 4	Copy B
		Part 5	Copy 2	Part 5	Copy C
		Part 6	Copy 1/D	Part 6	Copy 2
				Part 7	Copy 2
				Part 8	Copy 1/D

TWIN SETS

3-PART EMPLOYER	3-PART EMPLOYEE*	4-PART EMPLOYER	4-PART EMPLOYEE*
Part 1	Copy A	Part 1	Copy A
Part 2	Copy 1/D	Part 2	Copy 1/D
Part 3	Copy 1/D	Part 3	Copy 1/D
		Part 4	Copy 1/D
			Copy 2

*NOTE: The Employee Sections of all Twin Sets can be utilized for Electronic Filing.

FORM SIZES

All 1-Wide W2 Forms have an overall size of 9-1/2" x 5-1/2", with stubs detached: 8-1/2" x 5-1/2" except Copy A which is 8-1/2" x 11"
 All 2-Wide W2's (non-mailers) are: 14-7/8" x 5-1/2", with stubs detached: 13-7/8" x 5-1/2" except Copy A which is 8-1/2" x 11"

ELECTRONIC FILING FORMS

3-Part	4-Part	5-Part	6-Part
Part 1 Copy 1/D	Part 1 Copy 1/D	Part 1 Copy 1/D	Part 1 Copy 1/D
Part 2 Copy B	Part 2 Copy B	Part 2 Copy B	Part 2 Copy 1/D
Part 3 Copy C	Part 3 Copy C	Part 3 Copy C	Part 3 Copy B
	Part 4 Copy 2	Part 4 Copy 2	Part 4 Copy C
		Part 5 Copy 2	Part 5 Copy 2
			Part 6 Copy 2

W-2 2-WIDE CARBONLESS - X2, X3, X4

4-Part 2-Wide		6-Part 2-Wide		8-Part 2-Wide	
Left Side	Right Side	Left Side	Right Side	Left Side	Right Side
Part 1 Copy 1/D	Copy A	Part 1 Copy 1/D	Copy A	Part 1 Copy 1/D	Copy A
Part 2 Blank	Copy B	Part 2 Copy 1/D	Copy B	Part 2 Copy 1/D	Copy B
Part 3 Blank	Copy C	Part 3 Blank	Copy C	Part 3 Copy 1/D	Copy C
		Part 4 Blank	Copy 2	Part 4 Blank	Copy 2
				Part 5 Blank	Copy 2