

## **W2 and W3 Tax Form FAQ**

Version 7 introduced many new and exciting features to PowerChurch Plus. One of these features is the ability to print W2 and W3 tax forms. Following is a list of frequently asked questions about this area of the software.

### **Where can I update employee name and address information for my W2 Forms?**

Employee information is stored in the "Maintain List of Employees" screen in Payroll. You can use this screen to make changes to an employee's name, address, or social security number. In addition, the "Maintain List of Employees" screen allows you to select options for Box 15 of the W2 form.

### **Why aren't the payroll amounts showing in the appropriate boxes on my W2 Form?**

PowerChurch Plus determines which boxes receive certain payroll totals based on item setup. From the "Maintain Item Descriptions" screen, select the "W2 Information" tab. For every item, select the appropriate box or boxes for payroll information to be printed in. For instance, an item like gross salary might have check boxes for Wages, Tips, and Other Compensation as well as Social Security Wages, Medicare Wages, State Wages and Local Wages.

### **Which boxes do I check for my pay items?**

Every setup is different and unfortunately there is not a set answer for every item description. For additional assistance on which W2 boxes are appropriate for your particular payroll information, please refer to your Instructions for Form W2 from the Internal Revenue Service. You may obtain a copy of these instructions from the IRS web site at <http://www.irs.gov>.

### **Can I make adjustments to a W2 form prior to printing my tax forms?**

Yes. The "Modify Tax Form Information" screen will allow you to change information on most employee fields of the W2 Form. If a change is made to an amount field, the corresponding W3 information will automatically be updated before printing tax forms. (Note: Employer information cannot be changed)

### **Why aren't my tax forms lining up and printing correctly?**

If you are using a tractor feed printer, be sure to print a few "Test Forms" before proceeding past the "Print Tax Forms" screen. Using the test form as your guide, you can fine tune your vertical and horizontal form alignment.

If you are using a sheet feed printer, or if you continue to experience alignment problems on a tractor feed printer, you may need to update your Windows print drivers. PowerChurch Plus prints the information on your tax forms using very precise

measurements. Some print drivers may need to be updated in order to print correctly. In extreme cases, you may need to install an "equivalent" print driver for W2 and W3 printing purposes. If problems persist, please contact PowerChurch Software Support for additional assistance.

### **Why aren't there any checks in Box 15 of the W2 Form?**

Normally, the information for this box is retrieved from your employee records in the Maintain List of Employees screen. Be sure that you have the appropriate Box 15 options checked for each of your employees.

Once you have verified that you have selected the correct options for Box 15, reprint your W2 Forms. If you are still not receiving check marks in this area, you may have an early release of PowerChurch Plus 7. To work around this problem, you will need to manually check the boxes for each employee from the "Modify Tax Form Information" screen (the W2/W3 form preview window).

To permanently correct this problem in your copy of PowerChurch Plus, you will need the latest PowerChurch Plus Maintenance Release. For more information on this fix, e-mail PowerChurch Software Technical Support at [support@powerchurch.com](mailto:support@powerchurch.com).

### **How do I reprint one or two W2 forms?**

Inevitably, you will need to reprint tax forms for one or two individuals. To do so, select "Print Tax Forms" from the Payroll menu. Place a check in the box labeled "Print Only Selected Employee Records." When you click OK, you will be prompted with a list of employees to choose from. Select only those employees that require an additional form and click OK. Proceed as usual.

### **Where can I purchase W2 and W3 tax forms?**

PowerChurch Software recommends Dynamic Systems for tax forms. To contact Dynamic Systems, call **(800) 782-2946** or visit <http://powerchurch.dsourcing.com/>. When ordering, be sure to identify yourself as a PowerChurch Plus user.

Tax forms may also be available at your local office supply dealer. (Please Note: PowerChurch Plus will not print "side-by-side" tax forms. If you are ordering supplies from an alternate vendor, be sure to order 8" wide forms.)

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