

## Overview

This custom program allows employees to view and print their W-2 Wage and Tax Statement information online through a user ID and password protected website. It allows school districts to furnish W-2 information returns to employees electronically. It also improves accuracy and communication of employee basic information maintenance. This custom program is beneficial for districts that are moving towards a paperless environment.

## The Basics

Employees log-in to **W-2 Statement Print** on the **CMT Web Applications** menu through a web browser with a User ID and Password assigned by the district. The employee is presented with a view of their personal information. Individual employee demographic and W-2 information is defaulted from CIMS W-2 processing programs: FRS.850 – Build Employee Information and FRS.860 – W-2 Employee Information Maintenance.

Option buttons are available for navigation to W-2 Display, Detailed information for W-2 Print, W-2 Instructions, and Employee Notice. In the W-2 Display option, the Copy A form of the employee's W-2 is displayed. When the print option is selected, Copy 1 - Employee's W-2 Wage and Tax Statement, Copy B - the State, City, or Local Tax Department, Copy 2 - Employee's City or Local Income Tax, and Copy C - Employee's copy, are all printed in two per page horizontal format.

Historical W2 data display is available starting with tax year 2005. Employees select prior year data from a drop down box for display or Copy A print.

**NOTE:** Due to the sensitive nature of the information being viewed, a time-out feature is integrated into the software. If the user's session remains connected without activity, the system will log-off the session and the user will be required to log-in again.

## Individual Screen Modification Features

This program has several built-in screen modification features to customize for user preference. Modifications can be made to appearance and program functionality. Status bar messages can be maintained by the district to provide a "ticker tape" scrolling message across the bottom of the browser window. These messages can display to all users or be targeted to specific entities within your organization.



# W-2 Print for Web Applications (cont'd)

## Custom W-2 Print Screen Sample:

### W-2 Display

04:00:52 PM

**W-2 Print**

W-2 Display

W-2 Print

W-2 Instructions

Employee Notice

Pick Prior Year ▾

Back Fwd

LogOff Print

a Control number 00000001		22222	void <input type="checkbox"/>	For Official Use Only OMB No. 1545-0008							
b Employer identification number (EIN) 811111111			1 Wages, tips, other compensation 80500.67	2 Federal income tax withheld 21125.17							
c Employer's name, address, and ZIP Code  CIMS III DEMONSTRATION SCHOOL 1234 SOUTH MAIN STREET P.O. BOX 123 SAGINAW, MI 48602			3 Social security wages 80000.00	4 Social security tax withheld 5200.00							
			5 Medicare wages and tips 80000.00	6 Medicare tax withheld 1160.00							
			7 Social security tips 500.00	8 Allocated tips 500.00							
d Employee's social security number 015-55-5555			9 Advance EIC payment 7711.77	10 Dependent care benefits 4200.00							
e Employee's first name and initial BOBBY B		Last name BOBERTS	Suff. Jr	11 Nonqualified plans 1000.00	12a See instructions for box 12 E 1570.00						
731 GRATIOT AVE  SAGINAW, MI 48602			13 <table border="1" style="font-size: 8px; border-collapse: collapse;"> <tr> <td>State employee</td> <td>Retireme pla</td> <td>Third-party tick pay</td> </tr> <tr> <td style="text-align: center;">x</td> <td style="text-align: center;">x</td> <td style="text-align: center;">x</td> </tr> </table>	State employee	Retireme pla	Third-party tick pay	x	x	x	12b A 2500.00	
			State employee	Retireme pla	Third-party tick pay						
x	x	x									
f Employee's address and ZIP code			14 other 4571.23 MIP 4000.00 TDP 2850.00 TDP2	12c C 100.00 GTL							
			12d .00								
15 State MI	Employer's state ID number 3811111111	16 State wages, tips, etc. 80000.00	17 State income tax 3200.00	18 Local wages, tips, etc. 800000.00	19 Local income tax 402.75						
OH	123456789	800000.00	966.01	800000.00	502.75						
					20 Locality name BAY CITY						
					SAGINAW						

**W-2 Wage and Tax Statement**      **2006**

Form Department of the Treasury-Internal Revenue Service

**Copy A For Social 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 separate instructions.**

Cat. No. 10134D

## Pricing

For additional information or to obtain an official quote for this program, please contact a CMT Finance Application Consultant at [cmtfin@cmtonline.com](mailto:cmtfin@cmtonline.com) or call (989) 791-4860.

**Note:** The project cost does not include on-site installation or training. If these services are desired, please contact CMT.