



W3 Summary

ARKONA QuickStart Guide

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Use this QuickStart Guide for help printing your W2 Copy A and W3 Summary for the IRS.

- Before you begin, print your W2s and make sure they are all correct before submitting W2 information to the IRS.

1. Print your Copy A (red W2s) and red W3 for the IRS.

- a. Load your red, two-per-page Copy A W2s in the printer.
 - Usually, if you load them in the drop-down tray, put them in face up with the top toward the back of the printer.
 - Usually, if you load them in the drawer, put them in face down with the top toward the front of the printer.
- b. Take option **40=Employees** from the Payroll and Personnel Management menu and change your year to the year to be reported.
- c. Use function **F7=Print** to display the Select Reports screen.
- d. Take option **1=Select** by Print W2s and press [ENTER] confirm your printer ID.
- e. Take option **1=Select** by Print Copy A and W3.
- f. Press [ENTER] on the window to confirm that your red W2s are loaded
- g. Key in your contact person, email address, and fax number for the W3 and press [ENTER] to print W2 Copy A.
- h. Remove any extra red W2s from the printer.
- i. Load your red W3 form in the printer.
- j. Press [ENTER] on the window to confirm that your W3 is loaded to print the W3 summary.
 - Note that a summary report of all employees' W2s will print on blank paper after the W3 summary.