

W2 Format and Printing

Kishwaukee College has been using the same W2 format since approximately 2004. W2's are formatted with 4 on a page. The typical W2 "header" is actually on the bottom of an individual W2.

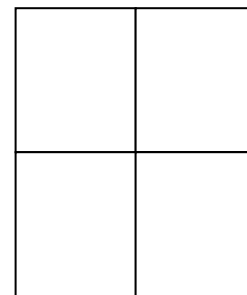
Print the W2; page 1 is the actual 4 part W2 and page 2 is the instructions. The W2 and Instructions can be printed double sided. However you don't have to print the instructions. If you want to print double sided and your printer doesn't have that option, you'll have to print the 1st page and feed that page back through your printer to print the 2nd page on the back.

After printing the W2, fold the paper into 4 equal parts. Each quadrant represents a single W2. The page includes **2-Copy 2** (To Be Filed with Employee's State, City or Local Income Tax Return), **1-Copy B** (To Be Filed With Employee's FEDERAL Tax Return) and **1-Copy C** (For Employee's Records). (See the arrows for each copy)
Cut the W2 on the fold lines to separate them.

Please see the examples below. The sample is from 2009, but the same format.

WHOLE PAGE

Whole Page Folded



Fold into 4 equal parts.
Cut on the fold.

1 Copy 2 – W2