



2020

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Form Finder

Enter the form number...

Basic Information

Federal Section

Income

Deductions

Other Taxes

Payments & Estimates

Miscellaneous Forms

COVID-19 Relief

Health Insurance

State Section

Summary/Print

E-file

# Income

## W-2 *(Most Common Form)*

Wages and tax statement

BEGIN

## Form 1099-G Box 2

State or local income tax refunds, credits, or offsets

BEGIN

## 1099-INT, DIV, OID

Interest income, dividends, and distributions

BEGIN

## 1099-R, RRB-1099, RRB-1099-R, SSA-1099

Distributions from pensions, annuities, retirement, IRAs, social security, etc.

BEGIN

## Form 1099-G Box 1

Unemployment Compensation

BEGIN

## 1099-MISC

Miscellaneous income

BEGIN

## 1099-NEC

Nonemployee compensation

BEGIN

**TO ADD A W-2  
CLICK BEGIN**



Collapse Menu >>

### RETURN SUMMARY

AGI	\$0
Federal	\$0
State - MO	\$0



# W-2

CANCEL

SAVE & ENTER ANOTHER

CONTINUE

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- 2020 Amended Return
- Your Office
- Create Customer Portal

- This is a standard W-2
- This is a corrected W-2
- This is a substitute W-2
- This is a railroad W-2

Control Number is not needed for e-filing

**1. SELECT WHO THE W2 BELONGS TO**

## Employee

Whose W-2 is this?  
Taxpayer

Check here if foreign address

Address (street number & name) \*  
123 SOUTH MAIN

ZIP code \*  
63131 -

City, town, or post office \*  
Saint Louis

State \*  
Missouri

## Employer

Note: Information entered below must match the IRS Master File. Please Verify.

b EIN \*  
58 - 1111111

c Employer Name \*  
TEST INC

Check here if foreign address

Address (street number & name) \*  
923 SOUTH MAIN

ZIP code \*  
63131 -

Collapse Menu >>

### RETURN SUMMARY

AGI	\$0
Federal	\$0
State - MO	\$0

**SCROLL DOWN**



# W-2

CANCEL

**ENTER THE INFORMATION FROM THE W-2 BOX 1 TO BOX 1, BOX 2 TO BOX 2 ETC.....**

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## Employee

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Taxpayer

Check here if foreign address

Address (street number & name) \*

123 SOUTH MAIN

ZIP code \*

63131

City, town, or post office \*

Saint Louis

State \*

Missouri

AGI

\$0

\$0

MO

\$0

**2. ENTER THE EMPLOYER INFORMATION**

## Employer

Note: Information entered below must match the IRS Master File. Please Verify.

b EIN \*

58

1111111

c Employer Name \*

TEST INC

Check here if foreign address

Address (street number & name) \*

923 SOUTH MAIN

ZIP code \*

63131

**SCROLL DOWN**



Missouri

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Wages

**3. ENTER BOXES 1 -14 EXACTLY AS THEY APPEAR ON THE W2**

1 Wages, Tips

\$ 23000

\$ 2300

3 SS Wages

\$ 23000

4 Soc. Sec. Tax Withheld

\$ 1426.00

5 Medicare Wages

\$ 23000

6 Medicare Tax

\$ 333.50

7 SS Tips

\$

8 Allocated Tips

\$

9 IRS Verification Code (If provided)

10 Dependent Care

\$

11 NonQual Plan

\$

Unreported Tips

\$

12

	Code	Amount
a	<input type="text" value="v"/>	\$ <input type="text"/>


13

Statutory Employee

RETURN SUMMARY

AGI	\$0
Federal	\$0
State - MO	\$0

**SCROLL DOWN**



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14

Code

Amount

[+ add another row](#)

Railroad tier 1 wages

Railroad medicare wages

Do you want to include Medicaid Waiver payments in the calculation of earned income?

Medicaid Waiver Payment

**4. \* IMPORTANT \***

**DO NOT FORGET THE STATE INFORMATION IN BOX 15-17**

**Missouri Information** [Clear](#)

15 State Name  State EIN

16 St Wages  17 St Tax Paid  18 Local Wages

19 Local Tax Paid  20 Local Name

Collapse Menu >>

RETURN SUMMARY

AGI	\$0
Federal	\$0
State - MO	\$0

**CLICK CONTINUE**

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2020

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## W-2 Wage Statement

[+ Add a W-2 Wage Statement](#)

Employee	Employer	Income	Tax Withheld	
Taxpayer	TEST INC	\$23,000	\$2,300	 

**HERE YOU CAN ADD ANOTHER W-2, EDIT OR DELETE THE W-2**

CONTINUE

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RETURN SUMMARY

AGI **\$23,000**

Federal **\$6,693**

State - MO **\$1,602**



## How To Fill Out Form W-2

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A separate W2 screen needs to be completed for each W-2 the taxpayer provides.

### **How to Find This Form:**

1. Click the Federal Section tab in the border on the left-hand side of the screen.
2. You are now on the Income screen.
3. Click Begin next to W-2.

### **How To Complete This Form:**

1. Select who the form belongs to. It will either be the taxpayer or the spouse.
2. Complete the Employer section exactly as it is on the W-2.
3. Carefully enter the amounts in boxes 1 -14 under the Wages heading. Some boxes will be blank. These boxes should be completed exactly as they appear on the W-2
4. Complete boxes 15-20 under State Information. This section may be blank since not all states have state income tax. Do not enter zeroes if the boxes are blank.
5. Click Save & Enter Another if you have another W-2 to add. If you are done, click Continue.