

## Common W2 Errors

- ◇ Not setting up the right box # and letter with no spaces next to the deduction for Box 12
- ◇ Not putting a “Y” under the retirement column next to the correct deduction
- ◇ Putting a “Y” under the W2 box column rather than putting the box number and letter
- ◇ Not saving the edits after adding box numbers and letters
- ◇ Going back to Edit/Prepare and answer “Y” to the override W2 question after saving edits
- ◇ After making changes in the W2 box setup, the proof listing doesn’t reflect the changes because “Y” was not answered to the override W2 question
- ◇ Not reading the instructions
- ◇ Retirement box was not checked because they had no retirement deductions even if the employer contributed