

# W-2 CONTINUOUS 1-WIDE

**New Format  
Reprogramming  
Required**

**Special Lightweight  
Carbonless Paper is  
used on all W-2  
Forms for the best  
possible impression  
on all printers.**

Available  
**Self Seal**  
DWCLS

Use  
Envelope  
DWCL or  
SWCL

Form W-2, 1-Wide as shown is our most popular form because of its construction and versatility. It can be used on Data Processing Computers, Mini-Computers (see Twin Sets) and typewriters.

This form is available in 4, 6, or 8 parts.

**OVERALL SIZE: 9-1/2" x 5-1/2"**

**DETACHED: 8-1/2" x 5-1/2"** (except Copy A which must be furnished to the IRS as 11" to provide a 8-1/2" x 11" scannable page.)

**CONSTRUCTION:** Parts 1, 2 and 6 (Employer's) are crimped for easy decollation and distribution by employers. Parts 3, 4 and 5 (Employee's) are glued and remain as a packet for ease of handling.

**AFTER HANDLING:** Remove left margin, decollate all employer's copies. Burst copy A every 11", all other copies every 5-1/2". Employee's Copies (which are glued on the right) will remain as a set for easy envelope insertion.

## W-2 CONTINUOUS 1-WIDE FORM NUMBERS

CARBONLESS  
FORM X17 4-PART  
FORM X18 6-PART  
FORM X28 8-PART

## W-2 PARTS SEQUENCE GUIDE

Copy A - Social Security Administration  
Copy 1 - Filed with Employer's State/City or Local Tax Return  
Copy B - Filed with Employee's Federal Tax Return  
Copy C - For Employee's Personal File.  
Copy 2 - Filed with Employee's State/City or Local Tax Return  
Copy D - For the Employer's Record (Also may be used as an extra Copy 1)

4-PART W2	6-PART W2	8-PART W2	
Part 1 Copy A	Part 1 Copy A	Part 1 Copy A	Part 5 Copy C
Part 2 Copy B	Part 2 Copy 1/D	Part 2 Copy 1/D	Part 6 Copy 2
Part 3 Copy C	Part 3 Copy B	Part 3 Copy 1/D	Part 7 Copy 2
Part 4 Copy 1/D	Part 4 Copy C	Part 4 Copy B	Part 8 Copy 1/D
	Part 5 Copy 2		
	Part 6 Copy 1/D		

## TWIN SETS

3-PART EMPLOYER	3-PART EMPLOYEE*	4-PART EMPLOYER	4-PART EMPLOYEE*
Part 1 Copy A	Copy B	Part 1 Copy A	Copy B
Part 2 Copy 1/D	Copy C	Part 2 Copy 1/D	Copy C
Part 3 Copy 1/D	Copy 2	Part 3 Copy 1/D	Copy 2
		Part 4 Copy 1/D	Copy 2

\*NOTE: The Employee Sections of all Twin Sets can be utilized for Electronic Filing.

## FORM SIZES

All 1-Wide W2 Forms have an overall size of 9-1/2" x 5-1/2",  
with stubs detached: 8-1/2" x 5-1/2" except Copy A which is 8-1/2" x 11"  
All 2-Wide W2's (non-mailers) are: 14-7/8" x 5-1/2",  
with stubs detached: 13-7/8" x 5-1/2" except Copy A which is 8-1/2" x 11"

## ELECTRONIC FILING FORMS

3-PART	4-PART	5-PART	6-PART
Part 1 Copy 1/D	Part 1 Copy 1/D	Part 1 Copy 1/D	Part 1 Copy 1/D
Part 2 Copy B	Part 2 Copy B	Part 2 Copy B	Part 2 Copy 1/D
Part 3 Copy C	Part 3 Copy C	Part 3 Copy C	Part 3 Copy B
	Part 4 Copy 2	Part 4 Copy 2	Part 4 Copy C
		Part 5 Copy 2	Part 5 Copy 2
			Part 6 Copy 2

## W-2 2-WIDE CARBONLESS - X2, X3, X4

4-PART 2-WIDE		6-PART 2-WIDE		8-PART 2-WIDE	
Left Side	Right Side	Left Side	Right Side	Left Side	Right Side
Part 1 Copy 1/D	Copy A	Part 1 Copy 1/D	Copy A	Part 1 Copy 1/D	Copy A
Part 2 Blank	Copy B	Part 2 Copy 1/D	Copy B	Part 2 Copy 1/D	Copy B
Part 3 Blank	Copy C	Part 3 Blank	Copy C	Part 3 Copy 1/D	Copy C
		Part 4 Blank	Copy 2	Part 4 Blank	Copy 2
				Part 5 Blank	Copy 2

**All W-2  
Continuous  
and Mailer  
Formats Require  
Reprogramming!**