

kanap systems LLC
 1501 42nd st , Ste#471
 west des moines IA 50266

Anilkumar Kairamkonda
 7025 kit creek road
 morrisville NC 27560

OMB No. 1545-0008		a Employee's social security number 272-69-7451		b Employer identification number (EIN) 46-1229393			
c Employer's name, address, and ZIP code kanap systems LLC 1501 42nd st , Ste#471 west des moines IA 50266		1 Wages, tips, other comp 13300.00	2 Federal income tax withheld 1782.61	3 Social security wages 0.00			
		4 SS tax withheld 0.00	5 Medicare wages and tips 0.00	6 Medicare tax withheld 0.00			
		7 Social security tips	8 Allocated tips	9 Verification code			
d Control number		e Employee's first name and initial Last name Suff.		Form W-2 Wage and Tax Statement 2017 Copy 2 To Be Filed with Employee's State, City, or Local Income Tax Return			
Anilkumar Kairamkonda		10 Dependent care benefits	11 Nonqualified plans			12a See instructions for box 12	
7025 kit creek road		13 Statutory employee <input type="checkbox"/>	14 Other			12b	
morrisville NC 27560		Retirement plan <input type="checkbox"/>				12c	
		Third-party sick pay <input type="checkbox"/>		12d			
f Employee's address and ZIP code		15 State Employer's state ID number NC 601040108	16 State wages, tips, etc. 13300.00	17 State income tax 553.00	18 Local wages, tips, etc.		
				19 Local income tax	20 Locality name		

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e Employee's name, address, and ZIP code Suff. Anilkumar Kairamkonda 7025 kit creek road morrisville NC 27560		13 Statutory employee <input type="checkbox"/>	14 Other	12b		
		Retirement plan <input type="checkbox"/>		12c		
		Third-party sick pay <input type="checkbox"/>		12d		
15 State NC	Employer's state ID number 601040108	16 State wages, tips, etc 13300.00	17 State income tax 553.00	18 Local wages, tips, etc	19 Local income tax	20 Locality name

Form **W-2**
Wage and Tax Statement
2017

Copy B To Be Filed with Employee's FEDERAL Tax Return
This information is being furnished to the Internal Revenue Service.

QBMW2B2C 10/18/17 IOP

Department of the Treasury — IRS

a Employee's SSN 272-69-7451		b Employer identification number (EIN) 46-1229393			OMB No. 1545-0008	
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15 State NC	Employer's state ID No. 601040108	16 State wages, tips, etc 13300.00	17 State income tax 553.00	18 Local wages, tips, etc	19 Local income tax	20 Locality name

Form **W-2**
Wage and Tax Statement
2017

Copy 2 To Be Filed With Employee's State, City, or Local Income Tax Return.

QBMW2B2C 10/18/17 IOP

QBMW2B2C 10/18/17 IOP

a Employee's SSN 272-69-7451		b Employer identification number (EIN) 46-1229393			OMB No. 1545-0008	
c Employer's name, address, and ZIP code kanap systems LLC 1501 42nd st , Ste#471 west des moines IA 50266		This information is being furnished to the IRS. If you are required to file a tax return, a negligence penalty or other sanction may be imposed on you if this income is taxable and you fail to report it.				
		1 Wgs, tips, other compn 13300.00	2 Fed inc tax withheld 1782.61	3 Social security wages 0.00		
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Form **W-2**
Wage and Tax Statement
2017

Copy C For EMPLOYEE'S RECORDS.
(See Notice to Employee.)

Instructions for Handling W-2 Forms

These instructions assume you are printing on perforated W-2 paper with preprinted IRS instructions.

Printing Form W-2: When you print the employee copies of W-2, our payroll service creates one Acrobat file containing all pages for all of your employees:

- A Copy 2 prints on the first sheet. Copies B, C, and a second Copy 2 print on the next sheet.
- IRS instructions to the employee are preprinted on the reverse side of the perforated paper stock.

Important Note: If you purchased perforated paper that does not have the IRS instructions preprinted, you must change your Form Printing Preference to use the "Plain paper" option, which includes employee filing instructions.

- In rare cases, additional copies of C, B, and 2 print for a single employee. (See "Special cases" below.)
- These instructions are included last and are printed only once.

Special Cases: Some employees have more data than fits on a single copy of Form W-2. For example, if an employee is subject to more than two local taxes, or has more than two items in Box 14 or more than four items in Box 12, we print additional copies of Form W-2 with just the additional data.

How many pages? The Acrobat window displays the number of pages in the file at the bottom of the window. The last two pages are these instructions. See our **Tip** at the end of this sheet for economizing on perforated paper.

Run a test first: Do a test by printing all the W-2 forms on plain paper. Use the test copies to allow each employee to check their social security number (SSN) and to check your company information before transmitting Copy A electronically to the Social Security Administration (SSA). See "Correct any information before you transmit Copy A" in these instructions.

What to do with employee copies of the W-2:

- Print copies B, C, and 2 for all employees. You can fold and insert Copy 2 from the first page in the double-window envelope, positioned so the employer and employee addresses at the top of page one appear through the envelope windows. (DO NOT USE W-2 copies B, C, and 2 from the second page as the mailing address in the envelope. If you do, the employee's social security number (SSN) may show through window when mailing.)
- By January 31, provide each of your employees with copies B, C, and 2. The employee keeps Copy C for his/her own records; files Copy B with the federal tax return; and files Copy 2 with the state return. A second Copy 2 is included to be filed, if necessary, with any local income tax return.
- When you click **W-2, Copies A & D** at the To Do list or the Annual Forms page, you can transmit Copy A to the SSA and print your employer copy.
- Print Copy D on plain paper and keep it in your own records for four years.
- No later than January 31, authorize our payroll service to transmit Copy A to the SSA. When we have successfully transmitted your forms, you will receive an email notification. We will file a W-2 for each employee you have paid during the previous year and recorded in our service.

Correct any information before you transmit Copy A

- Confirm your employer federal ID number (FEIN) and address. To make a correction, click the **Setup** tab. To correct the employer FEIN, click **Federal Taxes**; to correct the filing address, click **General Tax Information**.

- Check the employee's Social Security number and address. To make a correction, click the **Employees** tab, then click the employee's name. To correct the Social Security number, click **Edit** in the Taxes & Exemptions section; to correct the address, click **Edit** in the Basics section.

How to read a W-2

Box 1 shows total wages and tips that are subject to Federal income tax. It does not include amounts withheld for some purposes (such as contributions to retirement plans).

Box 3 asks for total wages and tips subject to Social Security. The amount includes wages withheld for retirement plans, but not contributions to Section 125 plans. This amount will not exceed the 2017 cap of \$127,200.

Box 5 asks for wages and tips subject to Medicare, which has no cap. The amount includes wages withheld for retirement plans.

Boxes 1, 3, and 5 will contain different amounts if your employees have retirement plans or if they have reached the Social Security cap.

Saving employee forms

When you have printed and checked all paper employee copies of the W-2, save the forms:

1. Click **Taxes & Forms** in the navigation bar at the top of the page.
2. Click **Annual Forms**.
3. Click **W-2, Copies B, C & 2**.
4. Click **Archive**.

You can view or reprint the forms you have archived at any time by returning to the Annual Forms page and clicking the link at the bottom of the page.

When you click **Archive**, the To Do item is removed from your To Do list.

Notes:

- When you file Copy A electronically, you do not need to file form W-3.
- If your employees pay local tax, be sure you have entered the codes for local taxes to appear on the W-2. Click **Setup** in the navigation bar at the top of the page, then **Tax Setup**, and then **Tax code to appear on W-2 forms**. Some tax agencies require a specific code; others allow you to make up your own code. (Check with the local tax agency.)
- If you report employees' income to more than one state, be sure to enter by hand any state EIN that we have not pre-filled.

Tip: You can economize on perforated paper by printing review/test copies on plain paper and saving your perforated paper for the final forms. You won't need perforated paper to print the two-page instructions at the end of the file.