



# W2 Verification Reply Page 2020 REPLY PAGE

<b>To:</b> Quantum Payroll Systems, Inc.	<b>Date:</b>
<b>Fax:</b> (813)-653-7744	<b>email:</b> support@quantumpayroll.com
<b>Company Name:</b>	<b>From:</b>
<b>Company ID:</b>	<b>Re:</b> <b>W-2 Edit Report &amp; Verification Reply 2020</b>

Please Circle one of the following statements that describe how your W-2 Edit Report will/has been Verified, and fax or scan to Quantum Payroll no later than **FRIDAY December 11th 2020.**

1. I have confirmed **ALL** Company and Employee Data from the W-2 Verification / Edit Report and **NO** corrections or changes need to be made prior to processing 2020 W-2's.
2. I have made the appropriate correction on the Verification form and have faxed or emailed it back to Quantum Payroll Systems.
3. I have made all Company & Employee changes on-line in Payentry System and confirmed that all data is correct.

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I am attaching via Fax / email the Company and or Employee Data that needs to be corrected prior to printing W-2's. I have plainly marked all of the corrections to be made on the W-2 Edit report that is attached.

Completed By: \_\_\_\_\_ Date: \_\_\_\_\_  
Name/Title

Comments:



## 2020 W2 Edit Report Processing Instructions

Steps to easily Print your 2020 W2 Employee Edit Report

1. Login to the Payentry NextGen system from our home page
2. Choose REPORTS from side bar menu
3. Select COMPANY REPORTS from Top
4. Scroll down to last Section(Tax Reports) and find the W2 Edit Report-RUN report using TODAY in the Date Range window(any date range choice will work), use [Advanced Options](#) link to change employee sorting to Name or Name by Dept if easier
5. Make any changes needed in the Payentry NextGen system, and **send us back the W2 Edit Reply form** as verification your employees are ready for W2 processing in January.

**Thanks so much for taking the time to ensure your 2020 company W2 processing is accurate and efficient!**

The Payroll Support Team

813-653-7733

[support@quantumpayroll.com](mailto:support@quantumpayroll.com)