



2022 Cost of Group Term Life Insurance Over \$50,000 for W2's

Welcome

Method 1 (Processing through Payroll)

- **Items to Review before Producing W2's**
 - Step #1 – Set up
 - Step #2 – Assign Codes to Employees
 - Step #3 – Processing

Method 2 (Processing NOT through Payroll)

- **Items to Review before Producing W2's**
 - Step #1 – Set up
 - Step #2 – Assign Codes to Employees
 - Step #3- Adjusting Employee's year to date amount
 - Step #4 - Processing