

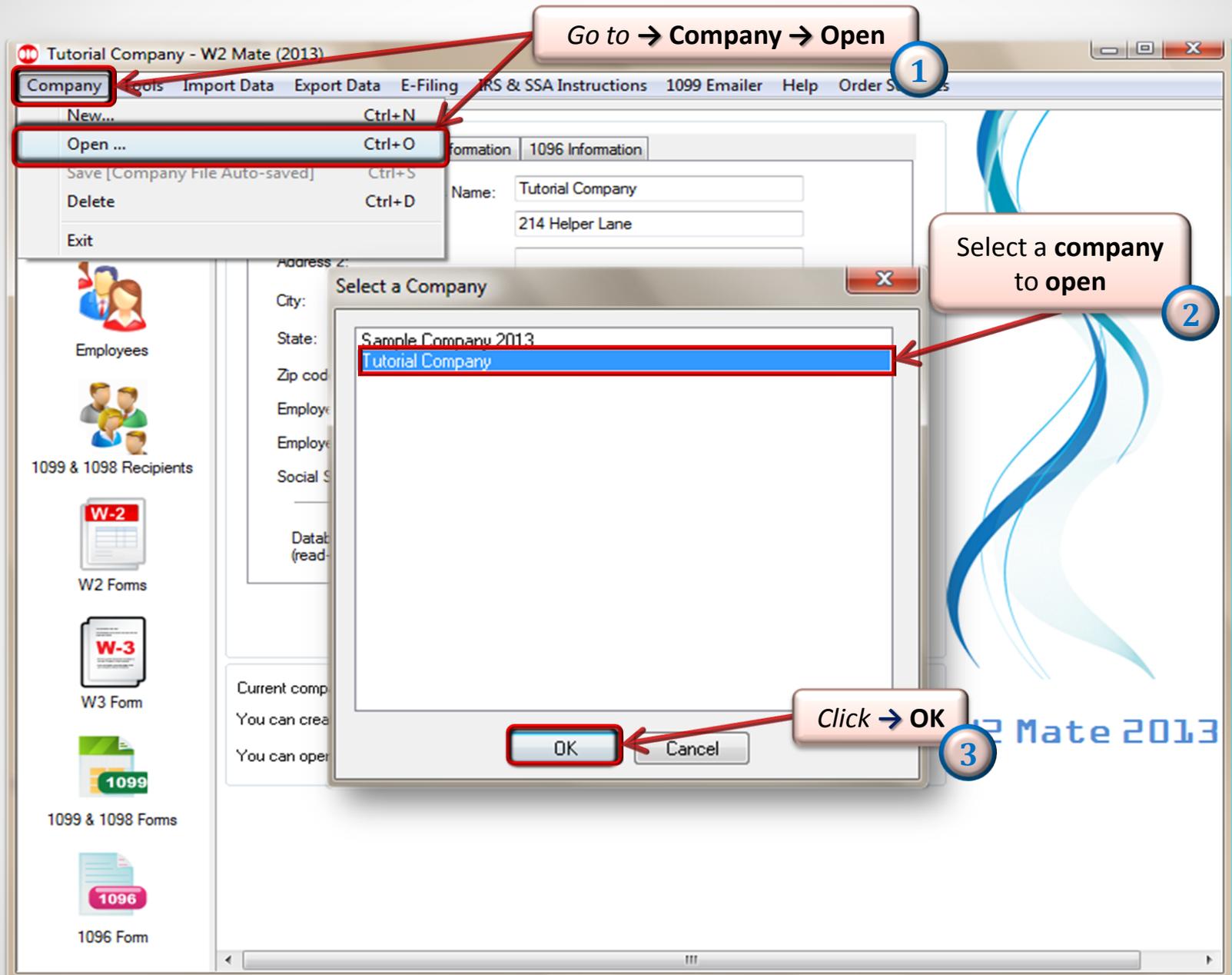
How to Print Form 1099 Misc Copy A in W2 Mate[®]

Start by Opening your

W2 Mate[®]

Program





Tutorial Company - W2 Mate (2013)

Company Tools Import Data Export Data E-Filing IRS & SSA Instructions 1099 Emailer Help Order Supplies

Shortcuts

Company

1099 & 1098 Recipients

W2 Forms

W3 Form

1099 & 1098 Forms

1096 Form

1099 Recipient Form 1099-MISC Form Type

Select Next Previous Save Clear Print Create PDF 1099's Related Tasks Select

Payer's name, street address, city, state, zip code, and Tel. #

Tutorial Company
214 Helper Lane
Question Ville AZ 46546-5
(544) 579-6146

PAYER'S Federal ID number 66-56555 RECIPIENT'S ID number 41463156315

RECIPIENT'S name
Question
Man
Street address (including apt. no.)
123 Helper Ln
City, state, and ZIP code
Question Town AL 5254
Account number (optional) 2nd TIN not.

15a Section 409A deferrals 0.00 15b Section 409A income 0.00

1 Rents 0.00
2 Royalties 0.00
3 Other income 0.00
5 Fishing boat proceeds 0.00
7 Nonemployee compensation 0.00
9 Payer made direct sales of \$5,000 or more of consumer products to a buyer for resale
11 Foreign tax paid 0.00
13 Excess golden parach. 0.00
16 State tax withheld 0.00

OMB No. 1545-0115
2013
Form 1099-MISC

4 Federal income tax withheld 0.00
6 Medical and health care payments 0.00
8 Substitute payments in lieu of dividends or interest 0.00
10 Crop insurance proceeds 0.00
12 Foreign country or U.S. possession
14 Gross proceeds paid to an attorney 0.00
17 State/Payer's state no. AZ/1452365645
18 State income 0.00

Click → 1099 & 1098 Forms

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Shortcuts

- Company
- Employees
- 1099 & 1098 Recipients
- W2 Forms
- W3 Form
- 1099 & 1098 Forms

1099 Recipient Form 1099-MISC Form Type

Select Next Previous Save Clear **Print** Create PDF 1099's Related Tasks Select

Payer's name, street address, city, state, zip code, and Tel. #

Tutorial Company
1234 Company Lane
Help AC 25136-54

PAYER'S Federal ID number 461-32-4654 RECIPIENT'S ID number 6546

RECIPIENT'S name
Problem
Solver

Street address (including apt. no.)
798 Teacher lane

City, state, and ZIP code
IL

Account number (optional) 2nd TIN not.

15a Section 409A deferrals 0.00 15b Section 409A income 0.00

1 Rents 0.00 OMB No. 1545-0115
2 Royalties 0.00

3 Other income 0.00 4 Federal income tax withheld 0.00

5 Fishing boat proceeds 0.00 6 Medical and health care payments 0.00

7 Nonemployee compensation 0.00 8 Substitute payments in lieu of dividends or interest 0.00

9 Payer made direct sales of \$5,000 or more of consumer products to a buyer for resale 10 Crop insurance proceeds 0.00

11 Foreign tax paid 0.00 12 Foreign country or U.S. possession

13 Excess golden parach. 0.00 14 Gross proceeds paid to an attorney 0.00

16 State tax withheld 0.00 17 State/Payer's state no. 18 State income 0.00

0.00 0.00 0.00

Click → Print 5

Check → Recipients to print

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Step 1: Please select the recipients you want to print 1099 Forms for

	Select	Recipient's ID #	Recipient's Name (Line One)	Recipient's Name (Line Two)
1	<input checked="" type="checkbox"/>	41483158315	Question	Man

Select Current Recipient Only

Select All Recipients

Select None

Select Recipient Range

Find Recipient

Step 2: Please select the type of 1099 Form copy you want to print

 Print a recipient / payer copy:

 Print data only on a preprinted Red-ink Laser form [Copy A for For Internal Revenue Service Center]

 Mark as CORRECTED

 Mask Recipient's SSN on Copy B .
SSN must be formatted as
XXX-XX-XXXX for this option to work

Furnish Copy B of this form to the recipient by January 31, 2014. You can give copy B to the recipient in person, send it by mail or use W2 Mate Option #6 (Create PDF W2's and 1099's) to generate a secure PDF file, which can be sent by E-mail.

File Copy A of this form with the IRS by February 28, 2014. If you file electronically, the due date is March 31, 2014. You can use W2 Mate Option #4 (Electronic Filing) in order to file electronically.

Step 3: If you are printing on a pre-printed form, please specify the horizontal and vertical offsets for printed data

Horizontal (inch)

 Move data to the LEFT

 Move data to the RIGHT

Vertical (inch)

 Move data UP

 Move data DOWN

Vertical space between forms (DO NOT change unless you have to)

Space between first and second form. Default is 1.0 Inch

OK

Cancel

Step 1: Please select the recipients you want to print 1099 Forms for

	Select	Recipient's ID #	Recipient's Name (Line One)	Recipient's Name (Line Two)
1	<input checked="" type="checkbox"/>	41483156315	Question	Man

Select Current Recipient Only

Select All Recipients

Select None

Select Recipient Range

Find Recipient

Click → "Print data only on preprinted Red-ink Laser form" (1099 copy Misc A)

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Step 2: Please select the type of 1099 Form copy you want to print

Print a recipient / payer copy: Copy B + Copy B Instructions (Easy fold & mail, 1 recipient per page, Most popular)

Print data only on a preprinted Red-ink Laser form [Copy A for For Internal Revenue Service Center]

Mark as CORRECTED

Mask Recipient's SSN on Copy B .
SSN must be formatted as
XXX-XX-XXXX for this option to work

Furnish Copy B of this form to the recipient by January 31, 2014. You can give copy B to the recipient and 1099's) to generate a secure PDF file, which can be sent by E-mail.

File Copy A of this form with the IRS by February 28, 2014. If you file electronically, the due date is M to file electronically.

You can adjust the vertical and horizontal offsets if necessary

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Step 3: If you are printing on a pre-printed form, please specify the horizontal and vertical offsets for printed data

Horizontal (inch)

0.00

Move data to the LEFT

Move data to the RIGHT

Vertical (inch)

0.00

Move data UP

Move data DOWN

Vertical space between forms (DO NOT change unless you have to)

Space between first and second form. Default is 1.0 Inch

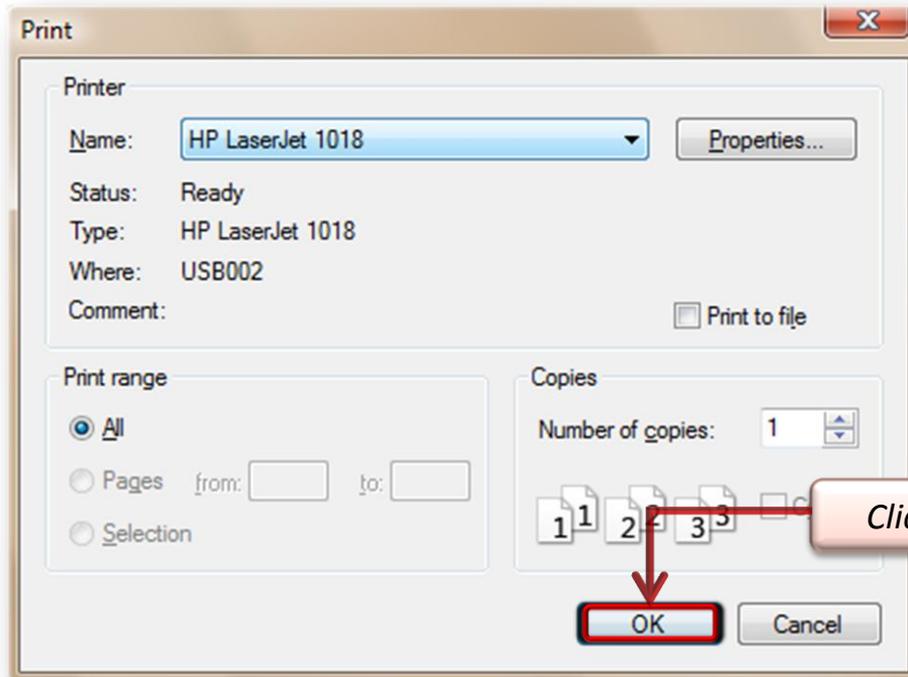
1.00

OK

Cancel

Click → OK

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Congratulations. You know how to print Form 1099 Misc Copy A!

www.W2Mate.com

1-800-507-1992