## How to Select a Recipient When Creating 1099/1098 Forms in W2 Mate®

Start by Opening your



Program



www.W2Mate.com (800)-507-1992



	D Tutorial Company	/ - W2 Mate (2013)			
	<u>C</u> ompany <u>T</u> ools	Import Data Export Data E-Filing IRS & SA Instructions 109	99 Emailer <u>H</u> elp <u>O</u> rder Supplies		
	Shortcuts	1099 Recipient Form 1099-MISC		Form Type	
	<b>1</b>	Select Next Previous Save Clear	Print Create PDF 1	099's Related Tasks 🖕 Select	
	Company	Payer's name, street address, city, state, zip code, and Tel. #	1 Rents	OMB No. 1545-0115	
		1 utorial Company	0.00		
	10000 100		2 Royalties	2013	
Click -	→1099& 109	8 Recipients	0.00	Form 1099-MISC	
	Employees		3 Other income	4 Federal income tax withheld	
		(544) 579-6146	0.00	0.00	
			5 Fishing boat proceeds	6 Medical and health care payments	
		PAYER'S Federal ID number RECIPIENT'S ID number	0.00	0.00	
	1000 & 1000 Decision	26-36333 41463136313	7 Nonemployee compensation	8 Substitute payments in lieu of dividends or interest	
	1099 & 1098 Recipien		0.00	0.00	
	W-2	Man 5	9 Payer made direct sales of	10 Crop insurance proceeds	
		Street address (including apt. no.)	products to a buyer for resale	0.00	
	W2 Forms	123 Helper Ln	11 Foreign tax paid	12 Foreign country or U.S. possession	
			0.00		
	W-3	City, state, and ZIP code	13 Excess golden parach.	14 Gross proceeds paid to an attorney	
	The second second	AL 0234	0.00	0.00	
	W3 Form	Account number (optional) 2nd TIN not.	16 State tax withheld 17 State/	'Payer's state no. 18 State income	
		15a Section 409A deferrals 15b Section 409A income	0.00 AZ/1452	365645 0.00	
	1099	0.00	0.00	0.00	
	1099 & 1098 Forms				
	<u> </u>				
	1096				
	1096 Form				

6

The list below includes ONLY the recipients who receive 1099-MISC forms, since the "1099 Form Type" currently selected is 1099-MISC. To change the 1099 form type, please click the "Select" button under "1099 Form Type".

	Identification Number	Name (Line One)	Name (Line Two)	Account Number
1	41463156315	Question	Man	
			<b></b>	
			Click -> Recipient to	
			print a 1099 for	
				7
			Cancel	

X

Tutorial Company - W2	2 Mate (2013)	Fersiles Hale Order	Sumplier		
<u>company roois impo</u>	in Data Export Data E-Filing INS & 35A Instructions 1099 i	tmaller <u>H</u> elp <u>O</u> rder	Supplies		
Shortcuts	1099 Recipient Form 1099-MISC			_	Form Type
	Select Next Previous Save Clear	Print	Create PDF 10	99's Related	Tasks 🖕 Select
Company	Payer's name, street address, city, state, zip code, and Tel. #	1 Rents OMB No. 1545-0115			
		0.00			
	Recipients name will	2 Royalties	2 Royalties 2013		3
		0.00 3 Other income 4 0.00		Form 1099-MISC 4 Federal income tax withheld 0.00	
Employage	appear nere				
Employees	(544) 579-6146				
50		5 Fishing boat procee	ing boat proceeds 6 Medical and		health care payments
	PAYER'S Federal ID number RECIPIENT'S ID number	0.00 7 Nonemployee compensation 0.00		0.00 8 Substitute payments in lieu of dividends or interest 0.00	
S	56-56555 41463156315				
099 & 1098 Recipients	RECIPIENT'S name				
W-2	M an	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 17 State/F		10 Crop insurance proceeds	
	Man				
	Street address (including apt. no.)			0.00	
W2 Forms	123 Helper Ln			12 Foreign country or U.S. possession 14 Gross proceeds paid to an attorney 0.00	
W-3	City, state, and ZIP code				
Distantiane"	Question Town AL 5254				
W3 Form	Account number (optional) 2nd TIN not.				
			AZ/14523	65645	0.00
	15a Section 409A deferrals 15b Section 409A income				
1099	0.00	0.00			0.00
1000 \$ 1000 5					
1033 & 1038 Forms					
1096					
1096 Form					



## Congratulations. You now know how to select the recipient while creating 1099/1998 forms!

