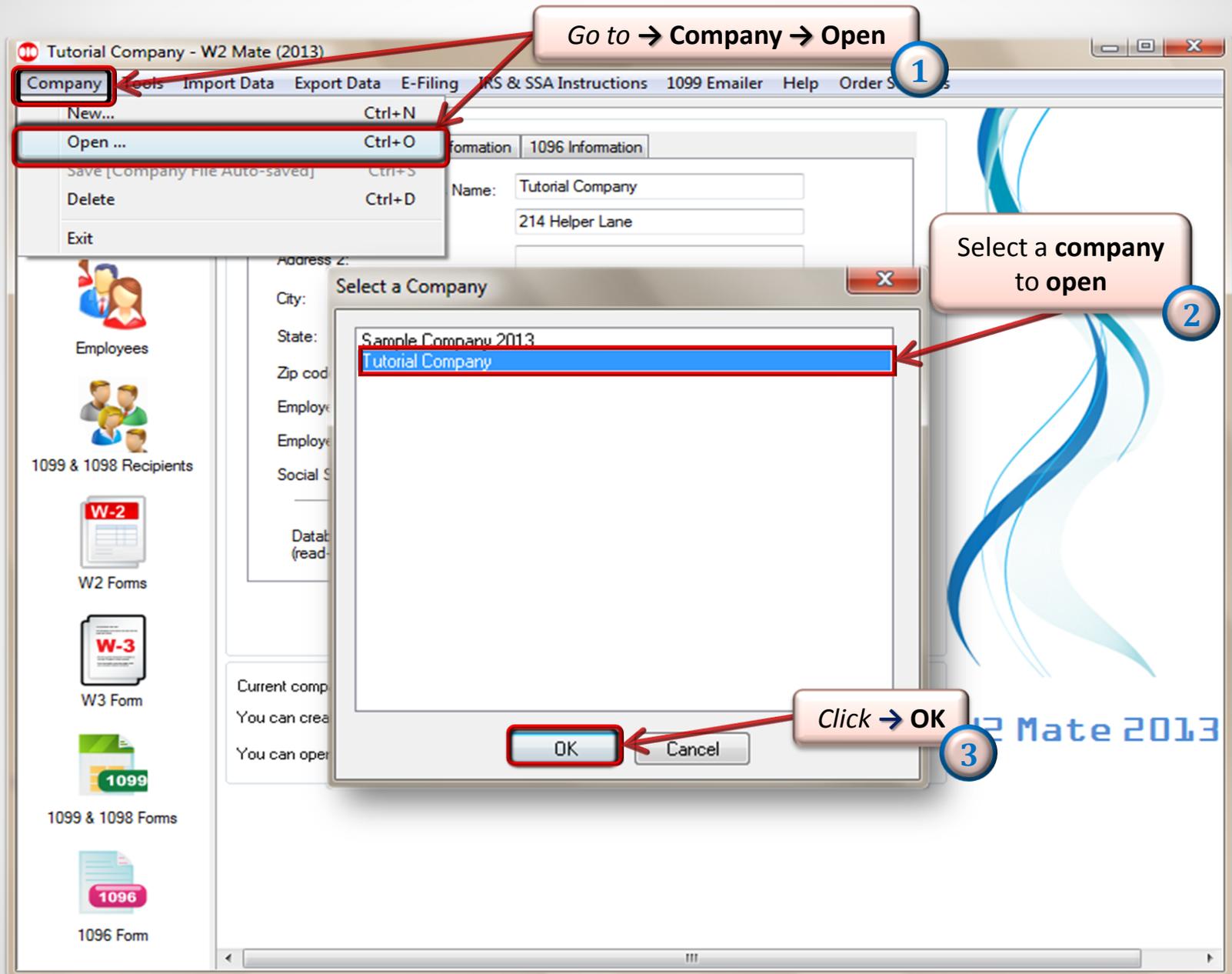


How to Select a Recipient When Creating 1099/1098 Forms in W2 Mate[®]

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

Employees

1099 & 1098 Recipients

W2 Forms

W3 Form

1099 & 1098 Forms

1096 Form

1099 Recipient Form 1099-MISC

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

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

Tutorial Company
214 Helper Lane
[Question v] AZ 46546-5
(544) 579-6146

PAYER'S Federal ID number 56-56555

RECIPIENT'S ID number 41463156315

RECIPIENT

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

17 State/Payer's state no. AZ/1452365645

18 State income 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

4

Click → 1099 & 1098 Recipients

Click → Select

5

Tutorial Company - W2 Mate (2013)

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

Shortcuts

- Company
- Employees
- 1099 & 1098 Recipients
- W2 Forms
- W3 Form
- 1099 & 1098 Forms
- 1096 Form

1099 Recipient Form 1099-MISC

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

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

Tutorial Company
214
Que
(544) 579-6146

PAYER'S Federal ID number 56-56555 RECIPIENT'S ID number 41463156315

Recipients name will appear here 9

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.

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OMB No. 1545-0115
2013
Form 1099-MISC

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18 State income 0.00



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

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