How to Print Any Corrected 1099/1098 Forms in W2 Mate®

Start by Opening your



Program



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



Shortcuts	1099 Recipient Form 1099-MISC			Form Type
.	Select Next Previous Save Clear	Print	eate PDF 1099's Related	Tasks
	Pauer's name, street address, city, state, zin code, and Tel	#		
Company	Tutorial Company	" 1 Rents	Example	shows 1099 Mise
10	214 Helper Lane	0.00	904	2
		2 Royalties	<u>~</u>	
k →1099& 1098 F	orms	0.00	Form 1099-MI	sc
Employees		3 Other income	4 Federal incon	ne tax withheld
	13	0.00	0.00	
	PAYER'S Federal ID number BECIPIENT'S ID number	5 Fishing boat proceeds	6 Medical and	health care payments
	56-56555 41463156315	0.00	0.00	
1099 & 1098 Recipients	BECIPIENT	7 Nonemployee comper	nsation 8 Substitute pa	yments in lieu of dividends or intere
	Question Click -> Select	0.00	0.00	
W 2	Man	9 Payer made direct sale	es of 10 Crop insurar	nce proceeds
	Street address (including apt. no.)	\$5,000 or more of consu products to a burrer for re	imer 🔲 0.00	
	123 Helper Ln	11 Ecreign tay paid	12 Eoreign cou	ntru or LLS, possession
VV2 norms			12 Foleigh cou	nuy of 0.5. possession
	City, state, and ZIP code	13 Excess golden parac	h. 14 Gross proce	eds paid to an attorney
the state	Question Town	0.00	0.00	
WELForm	Account number (optional) 2nd TIN	not. 16 State tax withheld	17 State/Payer's state no.	18 State income
		0.00	AZ/1452365645	0.00
	15a Section 409A deferrals 15b Section 409A incom	e 0.00		0.00
1099	0.00	0.00		0.00
1099 & 1098 Forms				

Select 1099 Recipient box will appear

Select 1099 Recipient

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 Numbe
41463156315	Question	Man	
		N	
		Select -> Recipient to	
		make changes	
		make changes	
	<u> </u>		
		Click → OK	
	<u> </u>	(8)	
	ОК	Cancel	

X

Tutorial Company - W	V2 Mate (2013)				
<u>C</u> ompany <u>T</u> ools <u>I</u> mp	oort Data Export Data E-Filing IRS & SA Instructions 1099 E	mailer <u>H</u> elp <u>O</u> rder	r Supplies		
Shortcuts	Form 1099-MISC				Form Type
	Select Next Previous Save Clear	Print	Create PDF 10	099's Related	Tasks
Company	Payer's name, street address, city, state, zip code, and Tel. #	1 Rents		OMB No. 1545-0	115
	214 H Recipients name will	2 Royalties 0.00		2013	3
Employees	Questi appear here (544) 579-6146	3 Other income		4 Federal incor 0.00	ne tax withheld
	PAYER'S Federal ID number RECIPIENT'S ID number	5 Fishing boat proce 0.00	eds	6 Medical and 0.00	health care payments
1099 & 1098 Recipients	RECIPIENT'S name Question	7 Nonemployee com 0.00	npensation	8 Substitute pa 0.00	yments in lieu of dividends or interest
W-2	Man Street address (including apt. no.)	9 Payer made direct \$5,000 or more of co products to a buyer f	sales of onsumer 📃 for resale	10 Crop insurar 0.00	nce proceeds
W2 Forms	123 Helper Ln	11 Foreign tax paid 0.00		12 Foreign cou	ntry or U.S. possession
With an and a second se	City, state, and ZIP code Question Town	13 Excess golden pa 0.00	arach.	14 Gross proce 0.00	eds paid to an attorney
W3 Form	Account number (op Fill in Or d TIN not make	16 State tax withheld 0.00	d 17 State/F AZ/14523	Payer's state no. 865645	18 State income 0.00
1099	0.00 changes 10	0.00			0.00
1099 & 1098 Forms					
1096					
1096 Form					

Shortcuts	1099 Recipient	Form 1099-MISC		Form Type
	Select Next Previous	Save Clear	Print Create PDF	F 1099's Related Tasks
	Reverts warman attends address ad	ity state air code and Tel #		
Company	Tutorial Company		1 Rents	
10			0.00 Click→ Print	
	1234 Company Lane		2 Royalties	
			0.00	Form 1099-MISC
Employees	Нер	AL 20136-04	3 Other income	4 Federal income tax withheld
2.10.09000			0.00	0.00
20			5 Fishing boat proceeds	6 Medical and health care payments
***	PAYER'S Federal ID number	RECIPIENT'S ID number	0.00	0.00
	461-32-4604	6046	7 Nonemployee compensation	8 Substitute payments in lieu of dividends or interest
9 & 1098 Recipients	1098 Recipients RECIPIENT'S name Problem Solver Street address (including and no.)		0.00	0.00
W-2			9 Pauer made direct cales of	10 Crop insurance proceeds
			\$5,000 or more of consumer	
	799 Teacher Jane	0.)	products to a buyer for resale	0.00
W2 Forms			11 Foreign tax paid	12 Foreign country or U.S. possession
			0.00	
W-3	Lity, state, and ∠IP code		13 Excess golden parach.	14 Gross proceeds paid to an attorney
Transformer-			0.00	0.00
W3 Form	Account number (optional)	2nd TIN not.	16 State tax withheld 17 Stat	te/Payer's state no. 18 State income
			0.00	0.00
	15a Section 409A deferrals	15b Section 409A income		
	0.00	0.00	0.00	0.00

	Forms		m	ark as Corrected	
Step 1:	Please select th	ie recipients you want to	print 1099 Forms to		
	Select	Recipient's ID #	Recipient's Name (Line One)	Recipient's Name (Line Two)	Select Current Recipient Only
1		6546	Problem	Solver	
2	V	25455	Tutor	Jane	Select All Recipients
					Select None
					Select Recipient Range
				Check the box next to	Find Recipient
				CORRECTED"	
Stor	Select fo		au you want to print	4	
Stel	-		yy you want to print		
Prini	t a recipient / paj	yer copy: Copy B + C	opy B Instructions (Easy fold & mail, 1 reci	pient per page, Most popular)	
Prin	t data only on a p	preprinted Red-ink Lase	form [Copy A for For Internal Revenue Se	ervice Center]	Mask Hecipient's SSN on Lopy B . SSN must be formatted as XXXXXXXXX for this option to work
-	n Copy B of this fo 199's) to generate	orm to the recipient by J a secure PDF file, whic	anuary 31, 2014. You can give copy B to h can be sent by E-mail.	the recipient in person, send it by mail or use W2	Mate Option #6 (Create PDF W2's
Furnish and 10 File Co to file e	py A of this form electronically.	with the IRS by Februar	y 28, 2014. If you file electronically, the du	ue date is March 31, 2014. You can use W2 Mat	e Option #4 (Electronic Filing) in ord
Furnish and 10 File Co to file e Step 3:	py A of this form electronically. If you are printin	with the IRS by Februar ig on a pre-printed form,	y 28, 2014. If you file electronically, the du please specify the horizontal and vertical	ue date is March 31, 2014. You can use W2 Mat offsets for printed data	e Option #4 (Electronic Filing) in ord
Furnish and 10 File Co to file e Step 3: Hori	py A of this form electronically. If you are printin zontal (inch)	with the IRS by Februar ig on a pre-printed form,	please specify the horizontal and vertical Vertical (inch)	ue date is March 31, 2014. You can use W2 Mat offsets for printed data Vertical space between forms (DO NOT	e Option #4 (Electronic Filing) in ord change unless you have to)
Furnish and 10 File Co to file c Step 3: Hori	py A of this form electronically. If you are printin zontal (inch) Mov 0	with the IRS by Februar ig on a pre-printed form, ve data to the LEFT	please specify the horizontal and vertical Vertical (inch) 0.00	offsets for printed data Vertical space between forms (DO NOT Space between first and second form. I	e Option #4 (Electronic Filing) in ord change unless you have to) Default is 1.0 Inch 1.00
Furnisr and 10 File Co to file c Step 3: Hori	py A of this form electronically. If you are printin zontal (inch) © Mov 0 @ Mov	with the IRS by Februar ng on a pre-printed form, ve data to the LEFT ve data to the RIGHT	please specify the horizontal and vertical Vertical (inch) 0.00 Move data UP 0.00 Move data DOWN	offsets for printed data Vertical space between forms (DO NOT Space between first and second form. I	e Option #4 (Electronic Filing) in ord change unless you have to) Default is 1.0 Inch 1.00

Printer	
Name: OKI B410	Properties
Status: Ready Type: OKI B410 Where: USB004 Comment:	Print to file
Print range	Copies Number of <u>c</u> opies: 1 11233 Click→ OK OK Cancel



Congratulations. You know how to print corrected 1099 forms!

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1-800-507-1992