

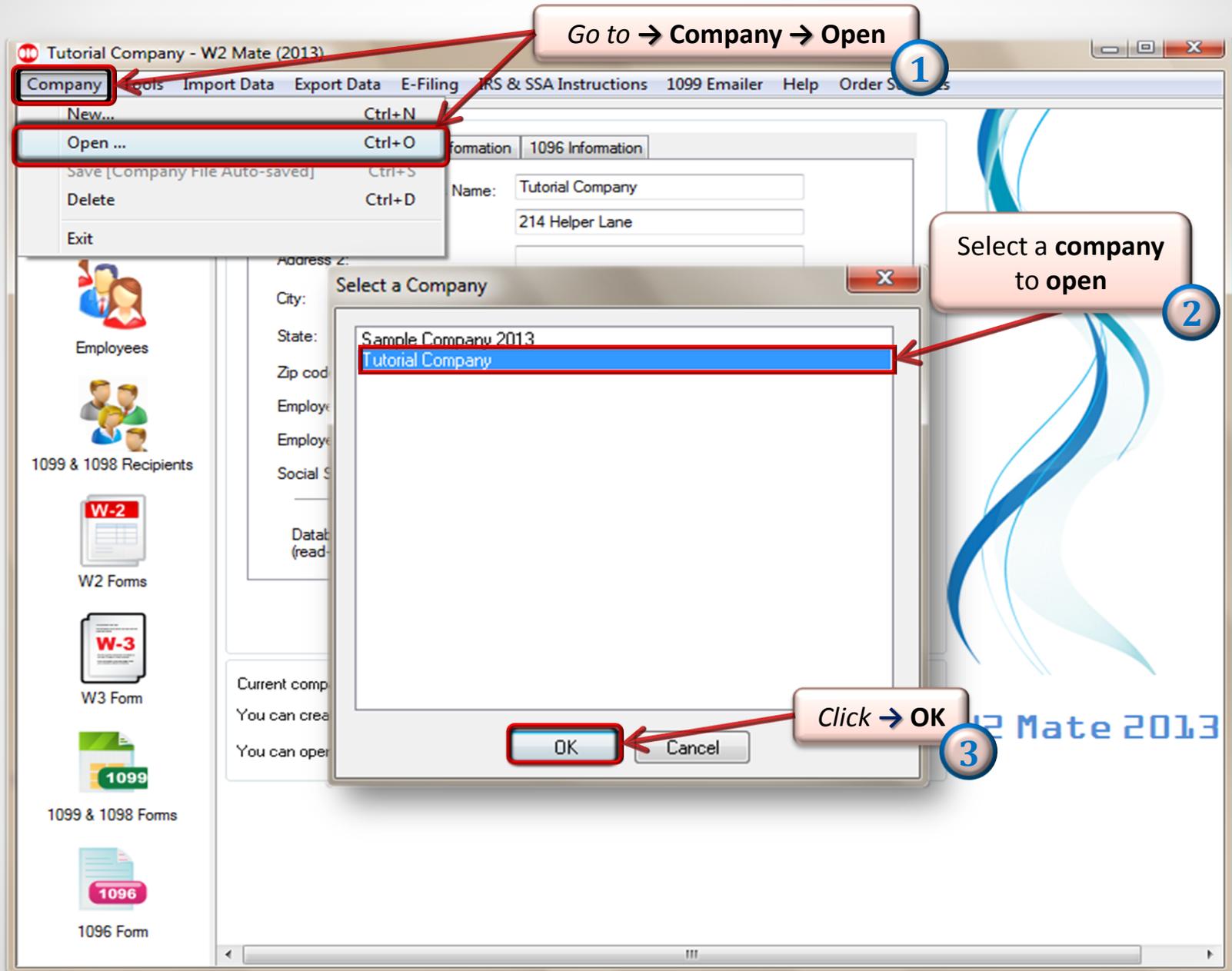
# *How to Print Any Corrected 1099/1098 Forms in W2 Mate®*

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  
[5] [146] AZ 46546-5

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

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

Example shows 1099 Misc 2013 Form 1099-MISC

Click → 1099 & 1098 Forms 4

Click → Select 5



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- Company
- Employees
- 1099 & 1098 Recipients
- W-2 Forms
- W-3 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 H  
Question  
(544) 579-6146

PAYER'S Federal ID number RECIPIENT'S ID number  
56-56555 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 AZ 85254

Account number (optional) and TIN not  
15a Section 409A d income  
0.00

**Fill in or make changes** 10

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

Tutorial Company - W2 Mate (2013)

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- 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 1099-MISC

1 Reits 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  
0.00

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.  
18 State income 0.00  
0.00

**Click → Print 11**

**Print 1099 Forms**

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"/>	6546	Problem	Solver
2	<input checked="" type="checkbox"/>	25455	Tutor	Jane

Buttons: Select Current Recipient Only, Select All Recipients, Select None, Select Recipient Range, Find Recipient

Step 2: Select form **13** 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 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): 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

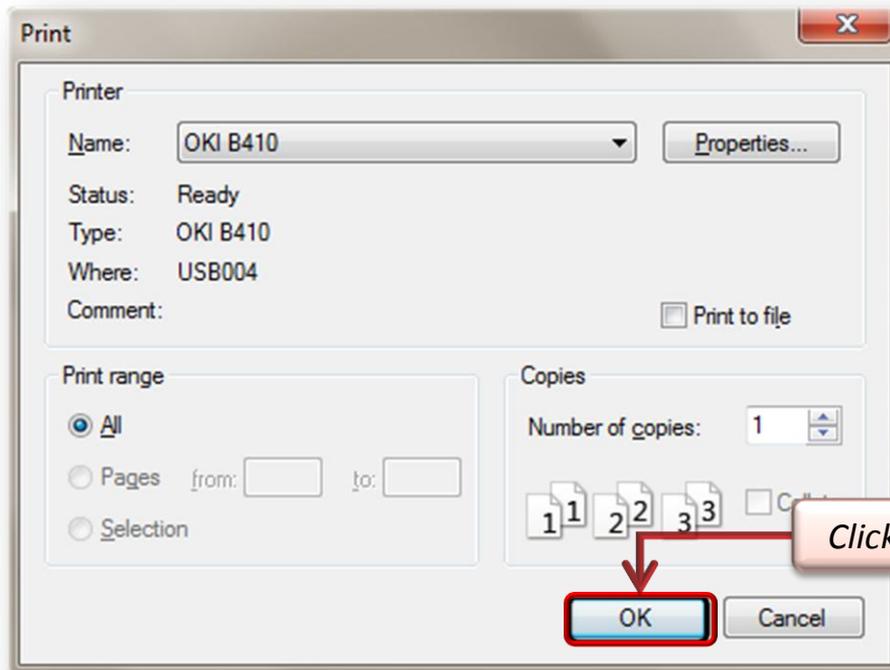
Buttons: OK, Cancel, Click → OK **15**

Select Recipients to mark as **Corrected** **12**

Check the box next to "Mark as **CORRECTED**" **14**

Select form **13**

→





***Congratulations. You know how to print corrected 1099 forms!***

**www.W2Mate.com**

**1-800-507-1992**