

How to Make Multiple 1099/1098 Recipients Inactive in **W2 Mate**®



Start by Opening
W2 Mate®
Program

www.W2Mate.com

Go to > Company > Open

1

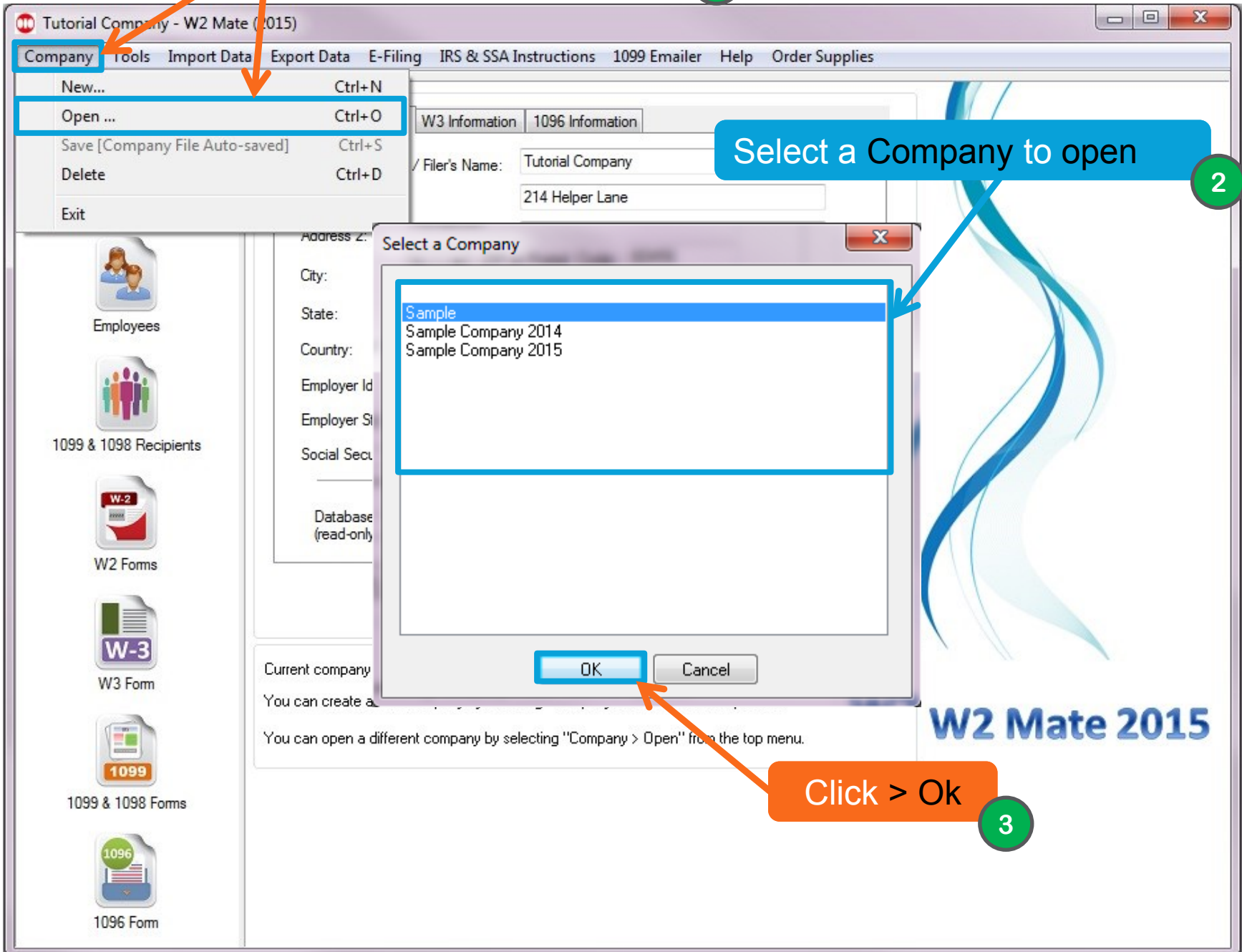
Select a Company to open

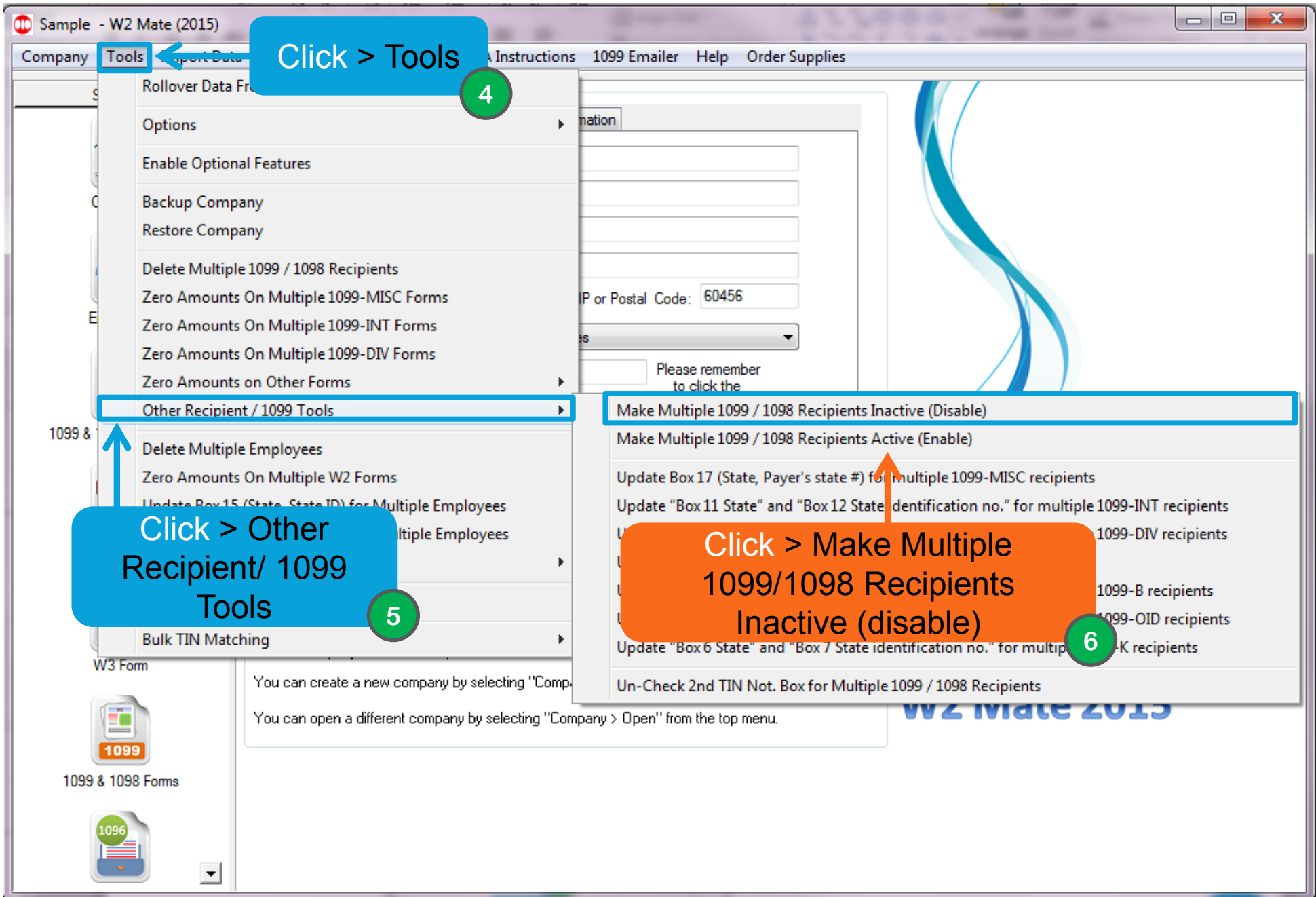
2

OK

Click > Ok

3





Select all the Recipients you wish to make active

7

Disable Multiple Recipients

Please select one or more recipients from the list below. The selected recipients will be marked as Inactive (Disabled). An inactive recipient gets excluded from 1099 / 1098 forms, 1096 form and electronic filing.

	Select	Recipient's ID #	Recipient's Name (Line One)	Recipient's Name (Line Two)
1	<input checked="" type="checkbox"/>	7777777777	Bob Young	
2	<input checked="" type="checkbox"/>	456128745	James Gibson	
3	<input checked="" type="checkbox"/>	369258741	Jane Doe	
4	<input checked="" type="checkbox"/>	1111111111	john	
5	<input checked="" type="checkbox"/>	987654123	John Doe	
6	<input checked="" type="checkbox"/>	123658999	John Smith	
7	<input checked="" type="checkbox"/>	123658999	John Smith	
8	<input checked="" type="checkbox"/>	444687894	Kelly Edwards	
9	<input checked="" type="checkbox"/>	475682145	Kevin Jones	
10	<input checked="" type="checkbox"/>	412568425	Kim Johnson	
11	<input checked="" type="checkbox"/>	514253648	Mary Jane	
12	<input checked="" type="checkbox"/>	741852369	Maureen Young	
13	<input checked="" type="checkbox"/>	555667788	Sample	
14	<input checked="" type="checkbox"/>	111223333	Thomas Snow	

Select All
Select None
Find

OK

Click > OK

8

Sample - W2 Mate (2015)

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

General Information W3 Information 1096 Information

Employer's Name / Filer's Name: Sample


Address 1: 123 Main St

Address 2:

City: chicago

State: IL ZIP or Postal Code: 60456

W2 Mate (2015)

 You are about to mark these recipients as Inactive (Disabled). Are you sure you want to continue?

Yes No

Update Reset Clear

Current company name is : Sample

You can create a new company by selecting "Co

You can open a different company by selecting "

Click > Yes

9

W2 Mate 2015

Sample - W2 Mate (2015)

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

General Information W3 Information 1096 Information

Employer's Name / Filer's Name: Sample
Address 1: 123 Main St
Address 2:
City: chicago
State: IL ZIP or Postal Code: 60456

W2 Mate (2015)

⚠ Recipients have been marked as Inactive.

OK

Update Reset Clear

Current company name is : Sample
You can create a new company by selecting "Co
You can open a different company by selecting "

Click > OK

10

W2 Mate 2015

Congratulations. You know how to
make multiple 1099/1098 recipients
inactive!



www.W2Mate.com

1-800-507-1992