

How to Update Box 10 and Box 11 for Multiple 1099- OID Recipients in **W2 Mate**[®]



Start by Opening
W2 Mate[®]
Program

www.W2Mate.com

Go to > Company > Open

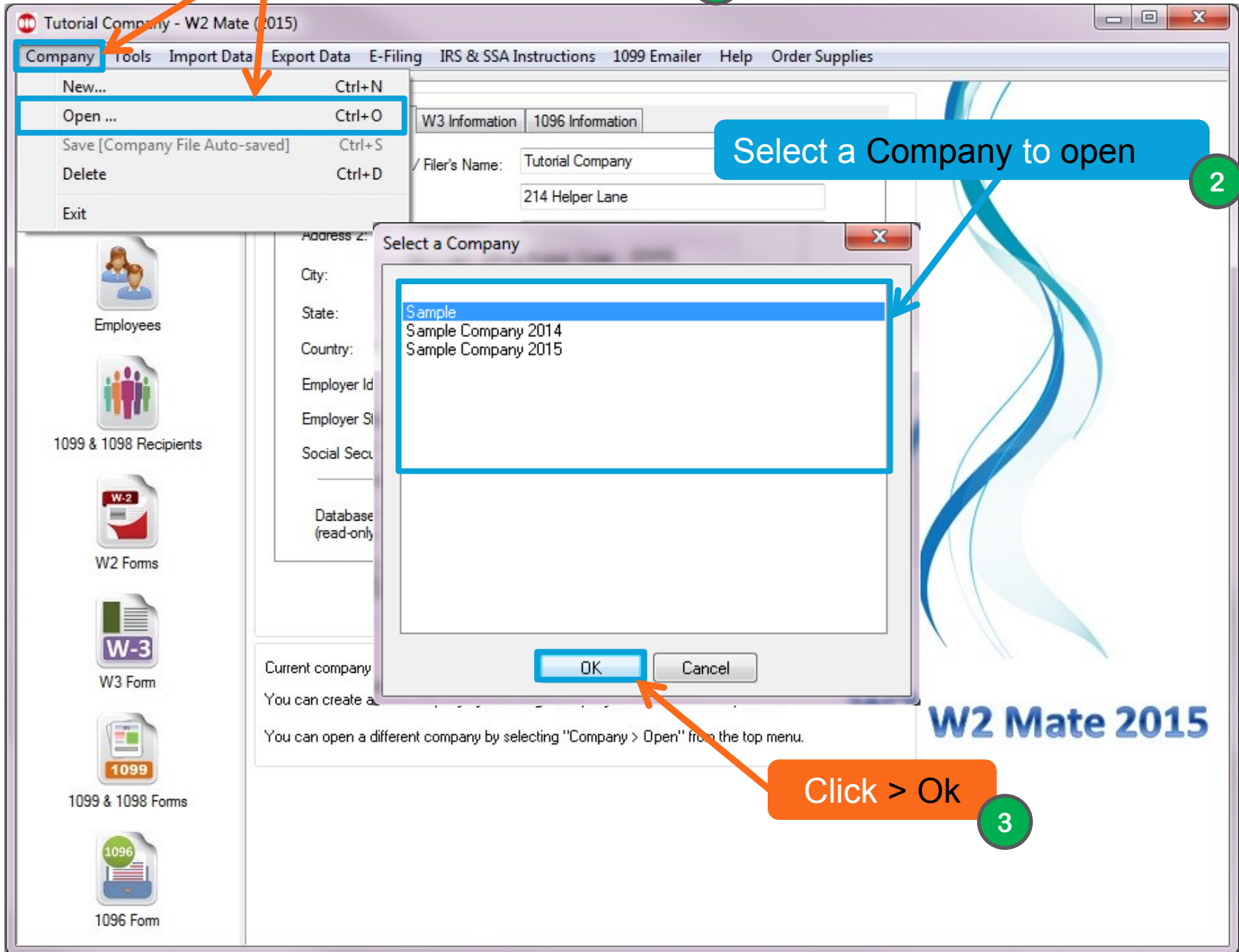
1

Select a Company to open

2

Click > Ok

3



The screenshot shows the 'Tools' menu in the W2 Mate software. Callout 4 points to the 'Tools' menu. Callout 5 points to the 'Other Recipient / 1099 Tools' sub-menu. Callout 6 points to the 'Update "Box 10 State" and "Box 11 State ID" for multiple 1099-OID recipients' option.

4 Click > Tools

5 Click > Other Recipient/ 1099 Tools

6 Click > Update "Box 10 State" and "Box 11 State ID" for multiple 1099-OID Recipients

Sample - W2 Mate (2015)

Company | Tools | Report Data | Instructions | 1099 Emailer | Help | Order Supplies

Rollover Data From

Options

Enable Optional Features

Backup Company

Restore Company

Delete Multiple 1099 / 1098 Recipients

Zero Amounts On Multiple 1099-MISC Forms

Zero Amounts On Multiple 1099-INT Forms

Zero Amounts On Multiple 1099-DIV Forms

Zero Amounts on Other Forms

Other Recipient / 1099 Tools

Delete Multiple Employees

Zero Amounts On Multiple W2 Forms

Update Box 15 (State, State ID) for Multiple Employees

Bulk TIN Matching

W3 Form

1099

1099 & 1098 Forms

1096

You can create a new company by selecting "Company > New Company"

You can open a different company by selecting "Company > Open Company"

Make Multiple 1099 / 1098 Recipients Inactive (Disable)

Make Multiple 1099 / 1098 Recipients Active (Enable)

Update Box 17 (State, Payer's state #) for multiple 1099-MISC recipients

Update "Box 11 State" and "Box 12 State identification no." for multiple 1099-INT recipients

Update "Box 12 State" and "Box 13 State identification no." for multiple 1099-DIV recipients

Update Box 13 (State, Payer's state #) for multiple 1099-R recipients

Update "Box 13 State" and "Box 14 State identification no." for multiple 1099-B recipients

Update "Box 10 State" and "Box 11 State identification no." for multiple 1099-OID recipients

Update "Box 6 State" and "Box 7 State identification no." for multiple 1099-K recipients

Un-Check 2nd TIN Not. Box for Multiple 1099 / 1098 Recipients

Update State/Payer's state no. for multiple recipients

Use this dialog to update "Box 10 State" and "Box 11 State identification no." for multiple 1099-OID recipients

Step 1: Select the new State/Payer's state no.

New State: IL
 New Payer's state no.: 0000000000000000
 Boxes 10 and 11: 12 Line 1

Fill in the "New Employer's State ID number" (8)

Choose a new State (7)

Recipient's ID #	Recipient's Name (Line One)	Recipient's Name (Line Two)
444667894	Jane Doe	

Select All
 Select None
 Find

OK Cancel

Update State/Payer's state no. for multiple recipients

Use this dialog to update "Box 10 State" and "Box 11 State identification no." for multiple 1099-OID recipients

Step 1: Select the new State/Payer's state no.

New State: IL | New Payer's state no.: 0000000000000000 | Boxes 10 and 11: | Box 13 Line 1: |

Step 2: Select the list of 1099-OID recipients you would like to update Boxes 10 and 11 for

	Select	Recipient's ID #	Recipient's Name (Line One)	Recipient's Name (Line Two)
1	<input checked="" type="checkbox"/>	444667894	Jane Doe	

Select All | Select None | Find

Click > Ok

OK | Cancel

Select Recipient or Recipients to update Box 10 and Box 11

9

Click > Ok

10

The screenshot displays the W2 Mate 2015 software interface. The main window is titled "Sample - W2 Mate (2015)" and features a menu bar with options: Company, Tools, Import Data, Export Data, E-Filing, IRS & SSA Instructions, 1099 Emailer, Help, and Order Supplies. On the left, a "Shortcuts" sidebar contains icons for Company, Employees, 1099 & 1098 Recipients, W2 Forms, W-3, 1099, and 1096 Form. The main area shows a form with tabs for "General Information", "W3 Information", and "1096 Information". The "General Information" tab is active, showing fields for Employer's Name / Filer's Name (Sample), Address 1 (123 Main St), Address 2, City (chicago), State (IL), ZIP or Postal Code (60456), and Country (United States). A modal dialog box titled "W2 Mate (2015)" is overlaid on the form, containing an information icon and the text: "You are about to 'Box 10 State' and 'Box 11 State identification no.'" for multiple 1099-OID recipients. Are you sure you want to continue?". Below the text are "Yes" and "No" buttons. A blue callout box with the number "11" and the text "Click > Yes" has an arrow pointing to the "Yes" button. Below the dialog box, a text box states: "Current company name is : Sample", "You can create a new company by selecting 'Company > New' from the top menu.", and "You can open a different company by selecting 'Company > Open' from the top menu." The text "W2 Mate 2015" is displayed in large blue font in the bottom right corner of the software window.

The screenshot shows the W2 Mate 2015 software interface. The main window is titled "Sample - W2 Mate (2015)" and has a menu bar with "Company", "Tools", "Import Data", "Export Data", "E-Filing", "IRS & SSA Instructions", "1099 Emailer", "Help", and "Order Supplies". On the left is a "Shortcuts" sidebar with icons for "Company", "Employees", "1099 & 1098 Recipients", "W2 Forms", "W-3", "W3 Form", "1099", "1099 & 1098 Forms", and "1096 Form". The main area contains a form with tabs for "General Information", "W3 Information", and "1096 Information". The "General Information" tab is active, showing fields for "Employer's Name / Filer's Name" (Sample), "Address 1" (123 Main St), "Address 2", "City" (chicago), "State" (IL), "ZIP or Postal Code" (60456), and "Country" (United States). A dialog box titled "W2 Mate (2015)" is overlaid on the form, displaying a yellow warning icon and the message: "Box 10 State" and "Box 11 State identification no." for one or more recipients has been updated successfully. Below the message is an orange button labeled "Click > OK" with an arrow pointing to a blue "OK" button. A green circle with the number "12" is positioned near the "Click > OK" button. Below the dialog box, a text box contains the following instructions: "Current company name is : Sample", "You can create a new company by selecting 'Company > New' from the top menu.", and "You can open a different company by selecting 'Company > Open' from the top menu." The text "W2 Mate 2015" is displayed in blue on the right side of the interface.

Congratulations. You know how to
update box 10 and box 11 for multiple
1099-OLD recipients!



www.W2Mate.com

1-800-507-1992