

# How to Update Box 13 and Box 14 for Multiple 1099-B Recipients in **W2 Mate**<sup>®</sup>



Start by Opening  
**W2 Mate**<sup>®</sup>  
Program

[www.W2Mate.com](http://www.W2Mate.com)

Go to > Company > Open

1

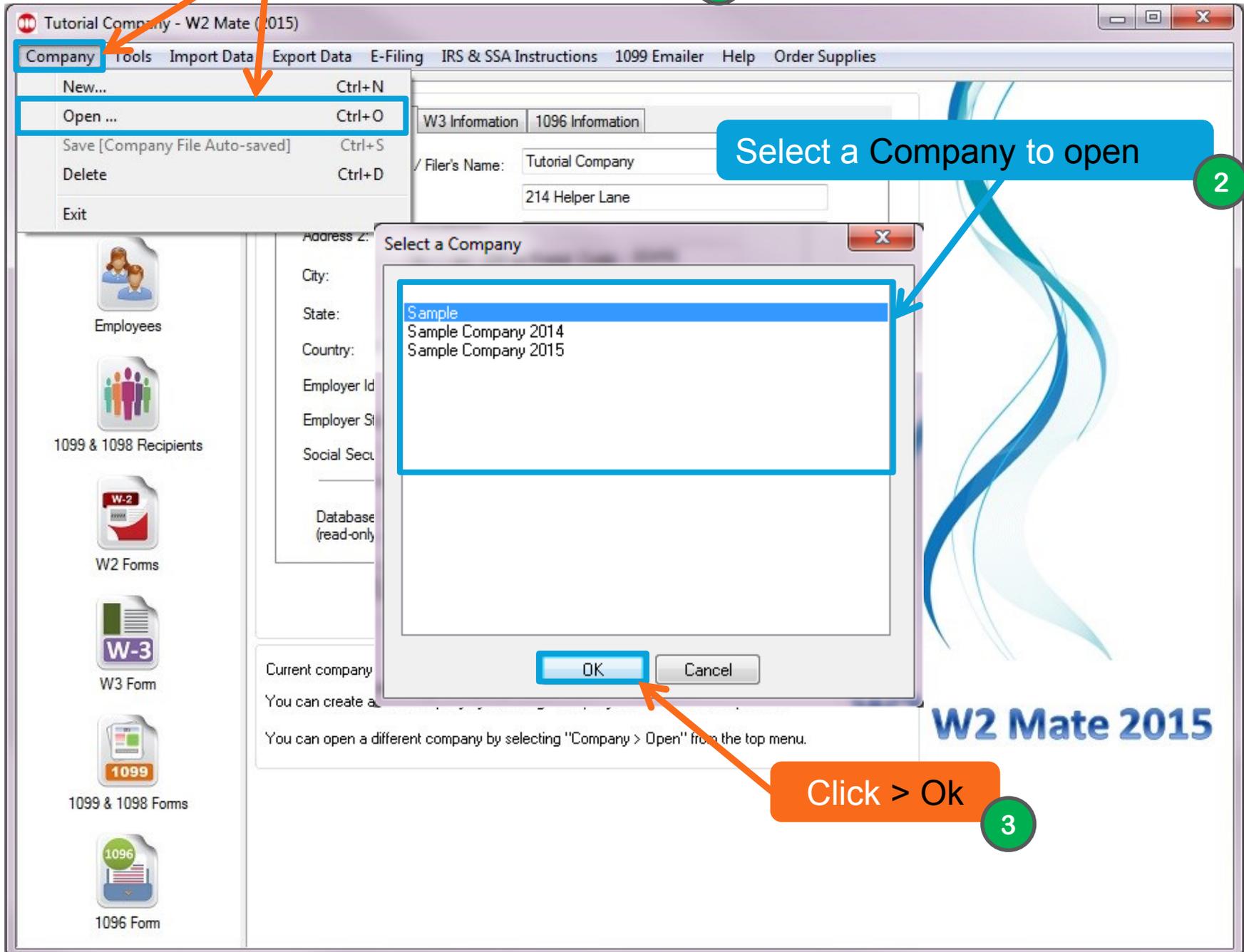
Select a Company to open

2

OK

Click > Ok

3



The screenshot shows the 'Tools' menu in the W2 Mate (2015) software. The 'Tools' menu is open, and the 'Other Recipient / 1099 Tools' option is selected. A sub-menu is displayed, listing various actions for 1099 forms. The option 'Update "Box 13 State" and "Box 14 State identification no." for multiple 1099-B recipients' is highlighted. An orange callout box points to this option with the text: 'Click > Update "Box 13 State" and "Box 14 State ID" for multiple 1099-B Recipients'. Other callouts include: 'Click > Tools' (pointing to the Tools menu), 'Click > Other Recipient/ 1099 Tools' (pointing to the 'Other Recipient / 1099 Tools' menu item), and a '6' in a green circle at the bottom right.

Sample - W2 Mate (2015)

Company Tools Instructions 1099 Emailer Help Order Supplies

4

Click > Tools

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

5

Click > 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

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

6

Click > Update "Box 13 State" and "Box 14 State ID" for multiple 1099-B 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

1099 & 1098 Forms

1099

1096

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

Use this dialog to update "Box 13 State" and "Box 14 State identification no." for multiple 1099-B recipients

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

New State: [Dropdown menu with state abbreviations: AA, SAC, AE, AK, AL, AP, AR, AS, AZ, CA, CO, CT, DC, DE, FL, GA, GU, HI, IA, ID, IL, IN, KS, KY, LA, MA, MD, ME, MI]

New Payer's state no.: [Text field containing 0000000000000000]

Boxes 13 and 14: [Text field containing 0000000000000000]

Box 13 Line 1: [Text field containing 0000000000000000]

Box 14 Line 1: [Text field containing 0000000000000000]

Box 13 Line 2: [Text field containing 0000000000000000]

Box 14 Line 2: [Text field containing 0000000000000000]

Box 13 State no. field empty

Recipient's Address State field empty

List of 1099-B recipients you would like to update Boxes 13 and 14:

Recipient	Recipient's ID #	Recipient's Name (Line One)	Recipient's Name (Line Two)
ct	412568425	Chris Doe	

Select All

Select None

Find

OK

Cancel

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

Choose a new State (7)

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

Use this dialog to update "Box 13 State" and "Box 14 State identification no." for multiple 1099-B recipients

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

New State: IL | New Payer's state no.: 0000000000000000 | Boxes 13 and 14: Box 13 Line 1

Step 2: Select the list of 1099-B recipients you would like to update Boxes 13 and 14

Select	Recipient's ID #	Recipient's Name (Line One)	Recipient's Name (Line Two)
<input checked="" type="checkbox"/>	412568425	Chris Doe	

Buttons: Select All, Select None, Find

Bottom Buttons: OK, Cancel

Annotations:  
9: Select Recipient or Recipients to update Box 13 and Box 14  
10: Click > Ok

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

Country: United States

**11** Click > Yes

**W2 Mate (2015)**

**i** You are about to "Box 13 State" and "Box 14 State identification no." for multiple 1099-B recipients. Are you sure you want to continue?

Yes No

Current company name is : Sample

You can create a new company by selecting "Company > New" from the top menu.

You can open a different company by selecting "Company > Open" from the top menu.

**W2 Mate 2015**

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 13 State" and "Box 14 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 orange button. Below the dialog box, a text box contains the following text: "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 13 and box 14 for multiple  
**1099-B recipients!**



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