

How to Update Box 17 for Multiple 1099-MISC Recipients in **W2 Mate**[®]



Start by Opening
W2 Mate[®]
Program

www.W2Mate.com

Go to > Company > Open

1

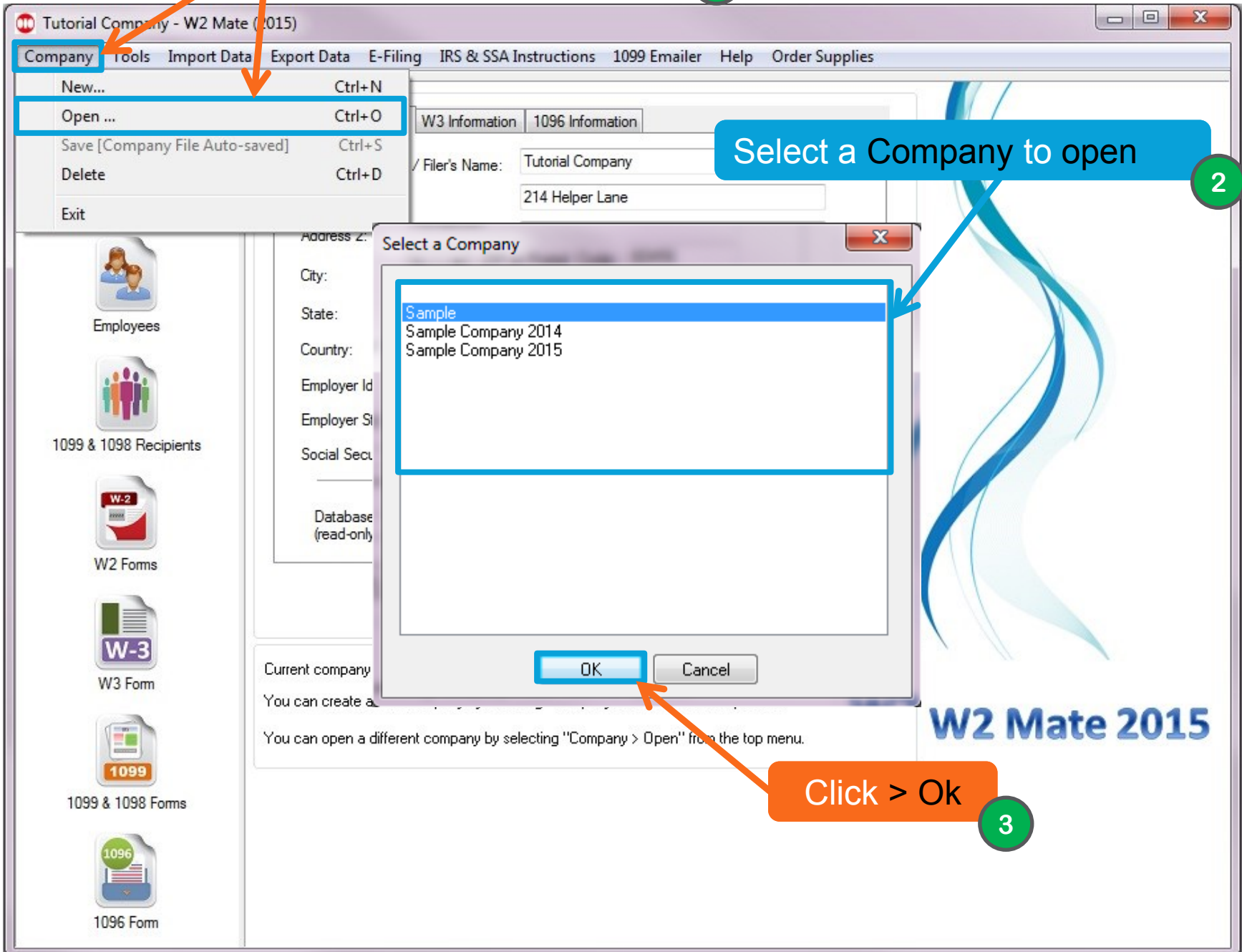
Select a Company to open

2

OK

Click > Ok

3



The screenshot shows the W2 Mate 2015 software interface. The 'Tools' menu is open, and the 'Other Recipient / 1099 Tools' option is selected. A secondary menu is open, showing the 'Update Box 17 (State, Payer's state #) for multiple 1099-MISC recipients' option. The interface includes a menu bar with 'Company', 'Tools', 'Instructions', '1099 Emailer', 'Help', and 'Order Supplies'. A sidebar on the left contains icons for '1099' and '1099 & 1098 Forms'. The main window displays a form with fields for 'P or Postal Code' (60456) and a reminder to click the 'Please remember to click the' button. The software title bar reads 'Sample - W2 Mate (2015)'.

Click > Tools 4

Click > Other Recipient/ 1099 Tools 5

Click > Update Box 17 6

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

Use this dialog to update Box 17 (State/Payer's state no.) for multiple 1099-MISC recipients

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

New State

New Payer's state no.

0000000000000000

Fill in the "New Employer's State ID number"

8

- 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

Choose a new State

7

Recipient's ID #	Recipient's Name (Line One)	Recipient's Name (Line Two)
123858999	John Smith	
0000000000	Sample	Sample
7777777777	Tom Doe	

Select All
Select None
Find

OK Cancel

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

Use this dialog to update Box 17 (State/Payer's state no.) for multiple 1099-MISC recipients

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

New State

New Payer's state no.

Box 17 line you would like to update

Make State/Payer's state no. field empty

IL

0000000000000000

Box 17 Line 1

Select Recipient or Recipients to update Box 17

9

Step 2: Select the list of 1099-MISC recipients you would like to update the State

	Select	Recipient's ID #	Recipient's Name (Line One)	Recipient's Name (Line Two)
1	<input type="checkbox"/>	123658999	John Smith	
2	<input checked="" type="checkbox"/>	000000000000	Sample	Sample
3	<input type="checkbox"/>	77777777777	Tom Doe	

Select All

Select None

Find

Click > "Ok"

10

OK

Cancel

Shortcuts



Company



Employees



1099 & 1098 Recipients



W2 Forms



W3 Form



General Information W3 Information 1096 Information

Employer's Name / Filer's Name:

Address 1:

Address 2:

City:

State: ZIP or Postal Code:

Country:

Employer Identification Number: Please remember to click the "Update" button to save your

Employer State ID:

W2 Mate (2015)

You are about to update State/Payer's state no. for 1 recipients. Are you sure you want to continue?

Click > Yes →

Current company name **11** 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

Shortcuts



Company



Employees



1099 & 1098 Recipients



W2 Forms



W3 Form



General Information W3 Information 1096 Information

Employer's Name / Filer's Name:

Address 1:

Address 2:

City:


State: ZIP or Postal Code:


Country:

Employer Identification Number: Please remember to click the "Update" button to save your changes

Employer State ID:

W2 Mate (2015)

 The State/Payer's state no. for one or more recipients has been updated successfully.

12 Click > OK 

Current

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

Congratulations. You know how to
update box 17 for multiple 1099-MISC
Recipients!



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