

# How to Update Box 6 and Box 7 for Multiple 1099-K 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

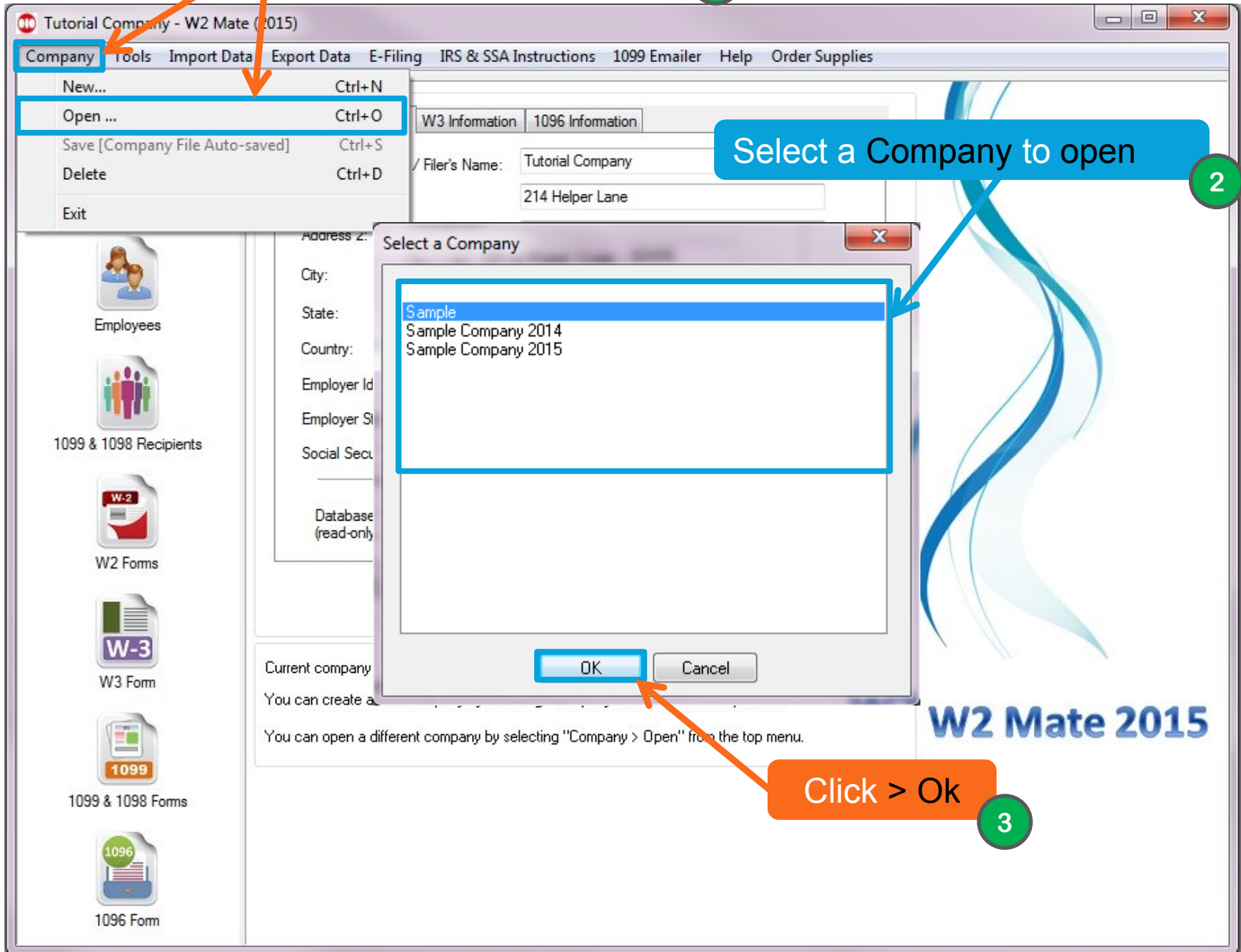
Select a Company to open

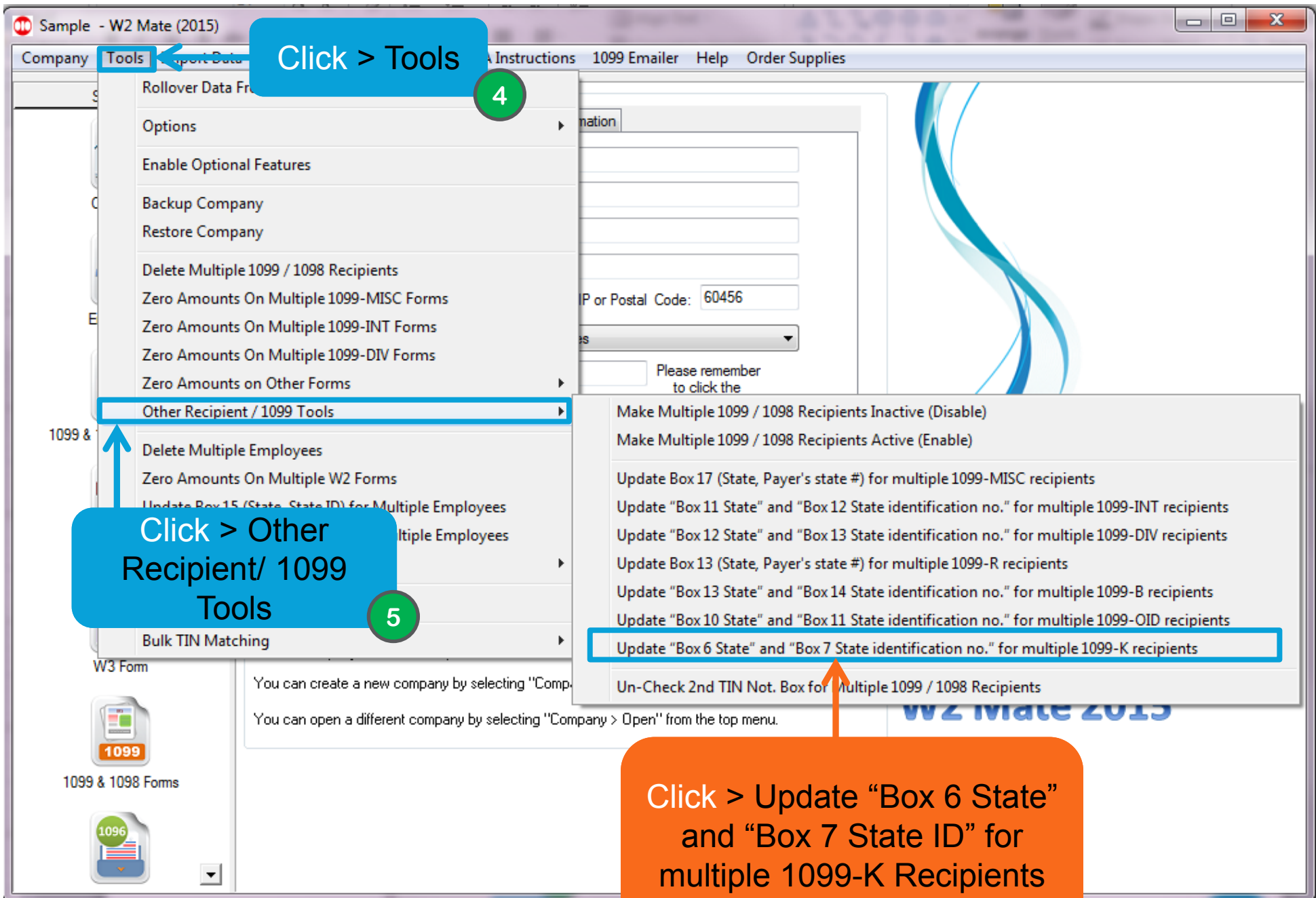
2

OK

Click > Ok

3





Click > Tools

4

Click > Other Recipient/ 1099 Tools

5

Click > Update "Box 6 State" and "Box 7 State ID" for multiple 1099-K Recipients

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

Use this dialog to update "Box 6 State" and "Box 7 State identification no." for multiple 1099-K recipients

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

New State: [Dropdown menu with states 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 6 and 7 line [Text field]

Box 13 Line 1 [Text field]

Recipient's Address State field empty

Recipient's ID #	Recipient's Name (Line One)	Recipient's Name (Line Two)
514253648	Sample Sample	

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

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

New State: CO  
New Payer's state no.: 0000000000000000  
Boxes 6 and 7 line 1: [text]  
Make State/Payer's state no. field empty:   
Recipient's Address State field empty:

Step 2: Select the list of 1099-K recipients you would like to update Boxes 6 and 7

	Select	Recipient's ID #	Recipient's Name (Line One)	Recipient's Name (Line Two)
1	<input checked="" type="checkbox"/>	514253648	Sample Sample	

Select All  
Select None  
Find

Click > Ok

OK Cancel

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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
- W-3 W3 Form
- 1099 1099 & 1098 Forms
- 1096 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** W2 Mate (2015)

**i** You are about to "Box 6 State" and "Box 7 State identification no." for multiple 1099-K recipients. Are you sure you want to continue?

Click > Yes → 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 displays the W2 Mate 2015 software interface. On the left is a sidebar with shortcuts for Company, Employees, 1099 & 1098 Recipients, W2 Forms, W-3 W3 Form, 1099 1099 & 1098 Forms, and 1096 Form. The main window shows a form for company information with fields for Employer's Name, Address, City, State, ZIP, and Country. A dialog box titled "W2 Mate (2015)" is overlaid on the form, containing a warning icon and the text: "Box 6 State" and "Box 7 State identification no." for one or more recipients has been updated successfully. An orange callout box with the number "12" and the text "Click > OK" has an arrow pointing to the "OK" button in the dialog box. Below the dialog box, a text box provides 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 6 and box 7 for multiple  
1099-K recipients!



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

1-800-507-1992