

How to Create and Print 1099-MISC Forms in W2 Mate[®]





www.W2Mate.com

Go to > Company > Open







🗊 Sample - W2 Mate (2015)		
Company Tools Import Dat	a Export Data E-Filing IRS & SSA Instructions 1099 Emailer Help Order Supplies	
Shortcuts Company	New Employee Modify Em Fill in Recipient Jovees Bv: SSN New 1099 / 1098 Recipient information information 8 if # (optional) 2nd TIN not. General 00000000000 Image: State of the state	
Employees	Name Recipient Name Line One (Example: John Doe) Recipient Name Line Two (optional, use if you need to)	
1099 & 1098 Recipients	Address Address 1 Email Address (Optional)	
W2 Forms	Address2 (only used when "Types of 1099 Forms Received" is "Form 1099-MISL") This field is useful if you want to bu 1099s using "1099 Emailer" softwar City State Zip code Foreign Country What is 1099 Emailer?	ılk email are.
W-3 W3 Form	Common 1099-MISC Payments The boxes below can be used to enter common amounts reported on form 1099-MISC. Use the "1099 & 1098 Forms" screen, if yo need to report / edit any other amounts on form 1099-MISC or any other form such as 1099-INT. Box 1- Rents: Box 7 - Nonemployee compensation	u
1099 & 1092 Forme	0.00 0.00 0.00 Interview (exclude from 1099 forms, 1096 form and 1099 electronic filing)	
	Click > OK Cancel	

.

company roots importation		Instructions 1055 Ernan	er ricip order supplie				
Shortcuts	1099 Recipient	Form 1099-MISC				Form Type	
e	Select Next Previous	Save Clear	Print	Create PDF 109	9's Related Task	s 🖵 Selec	ct
	Payer's name, street address, city, s	tate, zip code, and Tel. #	1 Banta		OMP No. 1545-0115		₩
Company	Sample		600.00				
	123 Main St		2 Boualties		2015		
			0.00	(11)_	Coloct	a different	
	chicago	L 60456			Select	a dinerent	IO
Employees	[521] 487-5974		3 Other income		Clic	<pre>k > Select</pre>	
			0.00		0.00		
	PAYER'S Federal ID number B	ECIPIENT'S ID number	5 Fishing boat proceed	ds	6 Medical and health	h care payments	
	54-2897451	23456789	0.00		0.00		
1099 & 1098 Pecipiente	BECIPIENT'S name		7 Nonemployee comp	ensation	8 Substitute paymen	nts in lieu of dividends or i	nteres
1055 & 1050 Heaplenis	John		0.00		0.00		
W.2	Smith		9 Paver made direct sa	ales of	10 Crop insurance p	roceeds	
	Street address (including apt. no.)		\$5,000 or more of con	sumer 📃	0.00		
			products to a buyer for	r resale	10		
× 400004000 I			11		12		
(> 1099&1098 l			0.00				
			13 Excess golden para	ach.	14 Gross proceeds p	paid to an attorney	
W-3			0.00		0.00		
W3 Furm	Account number (optional)	ATCA 2nd TIN	16 State tax withheld	17 State / Pay	ver's State Number	18 State income	
		ing ne a not	0.00			0.00	
	15a Section 409A deferrals	5b Section 409A income					
1099	0.00).00	0.00			0.00	-
1000							
1000 4 1000 5							
1099 & 1098 Forms							
1099 & 1098 Forms							
1099 & 1098 Forms							
1099 & 1098 Forms							



ompany Tools Import Dat	a Export Data E-Filing IKS o	CSSA Instructions 1099 Emaile	er Help Order Supplie	25		
Shortcuts	1099 Recipient	Select your				Form Type
e	Select	Decinient	Print	Create PDF 10	99's Related Tas	ks 🖕 Selec
Ta/		Recipient 1	9			
Company	Payer's name, street address,	city, state, zip code, and Tel. #	1 Rents		OMB No. 1545-0115	
company	Sample		600.00			
	123 Main St		2 Royalties		2015	
200 C			0.00		1000 1000	
	chicago	IL 60456			Form 1099-MISC	
Employees	(521) 487-5974		3 Other income		4 Federal income ta	ax withheld
			0.00		0.00	
	PAYER'S Federal ID number	RECIPIENT'S ID number	5 Fishing boat procee	ds	6 Medical and heal	th care payments
	54-2897451	123456789	0.00		0.00	
1099 & 1098 Recipiente	BECIPIENT'S name		7 Nonemployee comp	ensation	8 Substitute payme	nts in lieu of dividends or i
1035 & 1030 Necipients	John		0.00		0.00	
	Smith		9 Pauer made direct s	ales of	10 Crop insurance r	proceeds
	Street address (including ant		\$5,000 or more of con	isumer 📃	0.00	
	Street address (inciduling apr.	no.)	products to a buyer fo	r resale	0.00	
W2 Forms			11		12	
	A ACTIVATION AND AND		0.00			
	City, state, and ZIP code		13 Excess golden par-	ach.	14 Gross proceeds	paid to an attorney
W-3		AK	0.00		0.00	
W/2 Earr	Account number (optional)	FATCA 2nd TIN	10.00	17.01 1.10	1.00.0.00.0	10.01 1
WVS FOIL		Filing REQ not.	16 State tax withheid	17 State / Pa	ayer's State Number	18 State income
	15a Section 409A deferrals	15b Section 409A income	0.00			0.00
	0.00	0.00	0.00	-		0.00
1099						
1099 & 1098 Forms						
1096						

		ig IKS & SSA Instructions 1099 E	mailer Help Order Supplies		
Shortcuts	1099 Recipient	Form 1099-MISC			Form Type
Select 1	.099 Recipient				Select
Co The Co 1099	ist below includes ONLY the recipi -B.To change the 1099 form type,	ents who receive 1099-B forms, since please click the "Select" button unde	the "1099 Form Type" currently selecte r "1099 Form Type".	d is	
	Identification Number	Name (Line One)	Name (Line Two)	Account Number	
1	123456789	John	Smith		
1099 & 10		Select yo Recipier	pur 15		ds or inte
1099 &			Click > O	K	

Chastarda			Construction Transformer
Shortcuts			
	Select Next Previous Save Clear	Print Create PDF 1	1099's Related Tasks Selec
	Payer's name, street address, city, state, zip code, and Tel. #	1 Ponto	OND NO. 1545-0115
Company	Sample	600.00	UNB NO. 1848-0118
	123 Main St	2 Boualties	2015
200 C		0.00	
	Chicago IL 60456		Form 1099-MISC
Employees	[(521) 487-5974	3 Other income	4 Federal income tax withheld
		0.00	0.00
	PAYER'S Federal ID number RECIPIENT'S ID number	5 Fishing boat proceeds	6 Medical and health care payments
THE	54-2897451 123456789	0.00	0.00
1099 & 1098 Recipients	RECIPIENT'S name	7 Nonemployee compensation	8 Substitute payments in lieu of dividends or in
	John	0.00	0.00
W-2	Smith	9 Payer made direct sales of	10 Crop insurance proceeds
	Street address (including apt. no.)	\$5,000 or more of consumer	0.00
		11	12
W2 Forms		0.00	12
	City state and ZIP code	125	
		13 Excess golden parach.	14 Gross proceeds paid to an attorney
W-3	Account number (optional)	0.00	0.00
W3 Form	Filing REQ not.	16 State tax withheld 17 State /	Payer's State Number 18 State income
		0.00	0.00
	15a Section 403A deferrais 15b Section 403A income	0.00	0.00
1099	0.00	0.00	0.00
1099 & 1098 Forms			
1096		(17)	
		Fill in recipient	(s) amounts (for
1000 5		example: Rents	s. Rovalties), and
1096 Form	•	click "Save " Re	aneat this sten for

inputy tools importoo		A Instructions 1055 Emaile				
Shortcuts	1099 Recipient	Form 1099-MISC				Form Type
e	Select Next Previous	Save Clear	Print	Create PDF 109	99's Related Tas	ks 🖕 🛛 Selec
	Payer's name, street address, city,	state, zip code, and Tel. #				
Company	Sample				OMB NO. 1545-0115	
	123 Main St		2 Roustice		2015	
	chicago	Click > F	Print		Form 1099-MISC	
Employees	(621) 497 6974		me		4 Federal income ta	ax withheld
	(021) 407-0374		18		0.00	
	PAYER'S Federal ID number	RECIPIENT'S ID number	5 Fishing boat procee	ds	6 Medical and heal	th care payments
		122456709	0.00		0.00	
1000 4 1000 D	DECIDIENT'S name	123436763	7 Nonemployee comp	pensation	8 Substitute payme	nts in lieu of dividends or ir
1099 & 1098 Recipients			0.00		0.00	
	Caralle		0.0		10 Crop insurance	researds
W-2	Smith		\$5,000 or more of consumer			
	Street address (including apt. no.)		products to a buyer fo	r resale	0.00	
W2 Forms			11		12	
			0.00			
	City, state, and ZIP code		13 Excess golden par	ach.	14 Gross proceeds	paid to an attorney
W-3		AK	0.00		0.00	
14/2 5	Account number (optional)	FATCA 2nd TIN				10.0
VV3 Form		Filing REQ 👘 not.	16 State tax withheld	17 State / Pa	yer's State Number	18 State income
	15a Section 409A deferrals	15b Section 409A income	0.00			0.00
and the second se	0.00	0.00	0.00	-		0.00
1099						
1099 & 1098 Forms						
1096						



Shortouts New Employee Modig Employee Delete Employee Sort Employees By: SSN Single Company Print 1009 Forms Image: Sect Description Difference in the One) Receptorts Name (Line Two) Sect Durant Recipient Difference in the One) Employees Sect Durant Recipient S Difference in the One) Receptorts Name (Line Two) Sect Durant Recipient Difference in the One) 1099 & 1098 Receptorts Sect Durant Recipient S Difference in the One) Receptorts Name (Line Two) Sect Durant Recipient Rance Vision Sect Durant Recipient S Difference in the One) Receptorts Name (Line Two) Sect Durant Recipient Rance Vision Sect Durant Recipient S Difference in the One in the Print DATA ONLY. If printing on pre-printed Lasser Forms. Sect Recipient Rance Vision Sect Durant Recipient S Difference in the Print DATA ONLY. If printing on pre-printed Lasser Forms. Sect Rance Vision Sect Durant Recipient S Difference in the Print DATA ONLY. If printing on a preprinted Imm (IPS Copy A on red rink form or any other copy on pre-printed Imm) Mask Recipient's SSN on Copy B Wisson Sect S S Sect	Sample - W2 Mate (2015) ompany Tools Import [Data Export Data E-Filing IRS & SSA Instructions 1099 Emailer Help Order Supplies
Image: Company Image: Company Image: Company Image: Com	Shortcuts	New Employee Modify Employee Delete Employee Sort Employees By: SSN -
Company Image: September 2 Image: Sept	E.	Print 1099 Forms
Select March Recipients Name (Line Two) Employees Employees 1099 & 1098 Recipients W2 Forms W3 Form Digging 1099 & 1098 Forms Digging 1099 & 1098 Forms Digging 1090 & 1098 Forms Digging 1090 & 1098 Forms Digging 1090 & 1098 Forms Digging 1098 & 1098 Forms Dig	Company	Step 1: Please select the recipients you want to print 1099 Forms for
Exployees Exployees To 99 & 1098 Recipients Wire Forms Wire Comparison to the recipient Player Compary Copy & For Payer/Romover Wire Hord Payer Romover Wire Hord Payer Compary Copy & For Payer/Romover Wire Hord Payer Compary Copy & Form Payer/Romover Wire Hord Payer Copy Copy & Form Payer Copy Copy Copy & Form Payer Copy Copy Copy & Form Payer Copy Copy Copy Copy & Form Payer Copy Copy Copy Copy Copy Copy Copy Copy	20	Select Recipient's ID # Recipient's Name (Line One) Recipient's Name (Line Two) Select Current Recipient Only 1 555667788 Sample Select All Becipients Select All Becipients
Victor Click > Fill to Data Content. In the copient and the point of the socient by February 29, 2016. If you file electronically, the due date is March 31, 2016. You can use W2 Mate Option #4 (Electronic Filing) in order to file electronically. In the socient of the socient of the file HT In the socient of the socient of the file HT In the socient of the socient of the file HT In the socient of t	Employees	Click > Print DATA ONLY
1099 & 1038 Recipients 21 W2 Forms Image: Second and this form to the recipient by February 1, 2016. W2 Forms Image: Second and this form with the IRS by February 2, 2016. If you file electronically, the due date is March 31, 2016. You can use W2 Mate Option #4 (Electronic Filing) in order to file electronically. W3 Form Vertical (inch) Vertical (inch) Vertical offsets for printed data Horizontal (inch) Move data to the RIGHT Vertical (inch) Vertical space between forms (D0 N0T change unless you have to) 1099 & 1098 & Toms Move data to the RIGHT Om Move data D0V/N Space between forms (D0 N0T change unless you have to) 1000 Move data to the RIGHT Om Move data D0V/N Space between forms (D0 N0T change unless you have to) 1000 Move data to the RIGHT Om Move data D0V/N Space between forms (D0 N0T change unless you have to) 1000 Move data D0V/N Space between forms of D0 monthing form. Default is 1.0 Inch 1.00 1000 Move data D0V/N Space between forms of D0 monthing form. Default is 1.0 Inch 1.00 1000 Move data D0V/N Space between forms of D0 monthing form. Default is 1.0 Inch 1.00 1000 Move data D0V/N Space between forms of D0 monthing form. Default	iiții	If printing on pre-printed Laser Forms.
W2 Forms W2 Forms W3 Form W3 Form 1099 & 1098 Forms 1099 & 1098 Forms Mark as CORRECTED Mark as Corrected form or any other copy on pre-printed form Print DATA DNLY on a preprinted form (IRS Copy A on red-ink form or any other copy on pre-printed form) W3 Form 1099 & 1098 Forms Corrected Click > OK	1099 & 1098 Recipients	Step 2: Please select the type of 1039 Form copy you want to print
W2 Forms W2 Forms W2 Forms File Copy A of this form to the recipient by February 1, 2016. W3 Form File Copy A of this form with the IRS by February 29, 2016. If you file electronically, the due date is March 31, 2016. You can use W2 Mate Option #4 (Electronic Filing) in order 1099 & 1098 Forms Move data to the RIGHT 00 Move data to the RIGHT 00 Move data DDWN 00 Cancel	W-2	Print a recipient / payer copy: Copy B-For Payer/Borrower Mask Recipient's SSN on Copy B.
W3 Form 1099 & 1098 Forms	W2 Forms	Print DATA ONLY on a preprinted form [IRS Copy A on red-ink form or any other copy on pre-printed form] Second Print DATA ONLY on a preprinted form [IRS Copy A on red-ink form or any other copy on pre-printed form] Second Print Data Only for this option to work Furnish Copy B of this form to the recipient by February 1, 2016. Second Print Data Only for this option to work
W3 Form W3 Form 1099 & 1098 Forms Image: Concelent co		File Copy A of this form with the IRS by February 29, 2016. If you file electronically, the due date is March 31, 2016. You can use W2 Mate Option #4 (Electronic Filing) in order to file electronically.
Image: Constant (inditi) Image: Constant	W3 Form	- Step 3: If you are printing on a pre-printed form, please specify the horizontal and vertical offsets for printed data Horizontal (inch) - Vertical (inch) - Vertical space between forms (DD NOT change unless you have to)
Image: Nove data to the RIGHT Image: Nove data to the RIGHT Image: Nove data DOWN Image: Nove data to the RIGHT Image: Nove data to the RIGHT Image: Nove data DOWN Image: Nove data to the RIGHT Image: Nove data DOWN Image: Nove data DOWN Image: Nove data DOWN OK Click > OK		One Move data to the LEFT Move data UP Space between first and second form. Default is 1.0 Inch 1.00
1099 & 1098 Forms ОК Сапсе ССіск > ОК	1099	Move data to the RIGHT Move data DOWN Space between second and third form. Default is 1.0 Inch 1.00
Click > OK	1099 & 1098 Forms	OK Cancel
Click > OK	1096	
	_	Click > OK

Print	×
Printer Name: Send To OneNote 2010	✓ Properties
Status: Ready Type: Send To Microsoft OneNote 2010	D Driver
Where: nul: Comment:	Print to file
Print range All Pages from: to: Selection	Copies Number of copies: 1 -
	OK Cancel
	Click > Ok

Congratulations. You know how to Create, Populate and Print 1099-MISC Forms!





1-800-507-1992