

# How to Combine Multiple 1099/1098 Electronic Submission Files

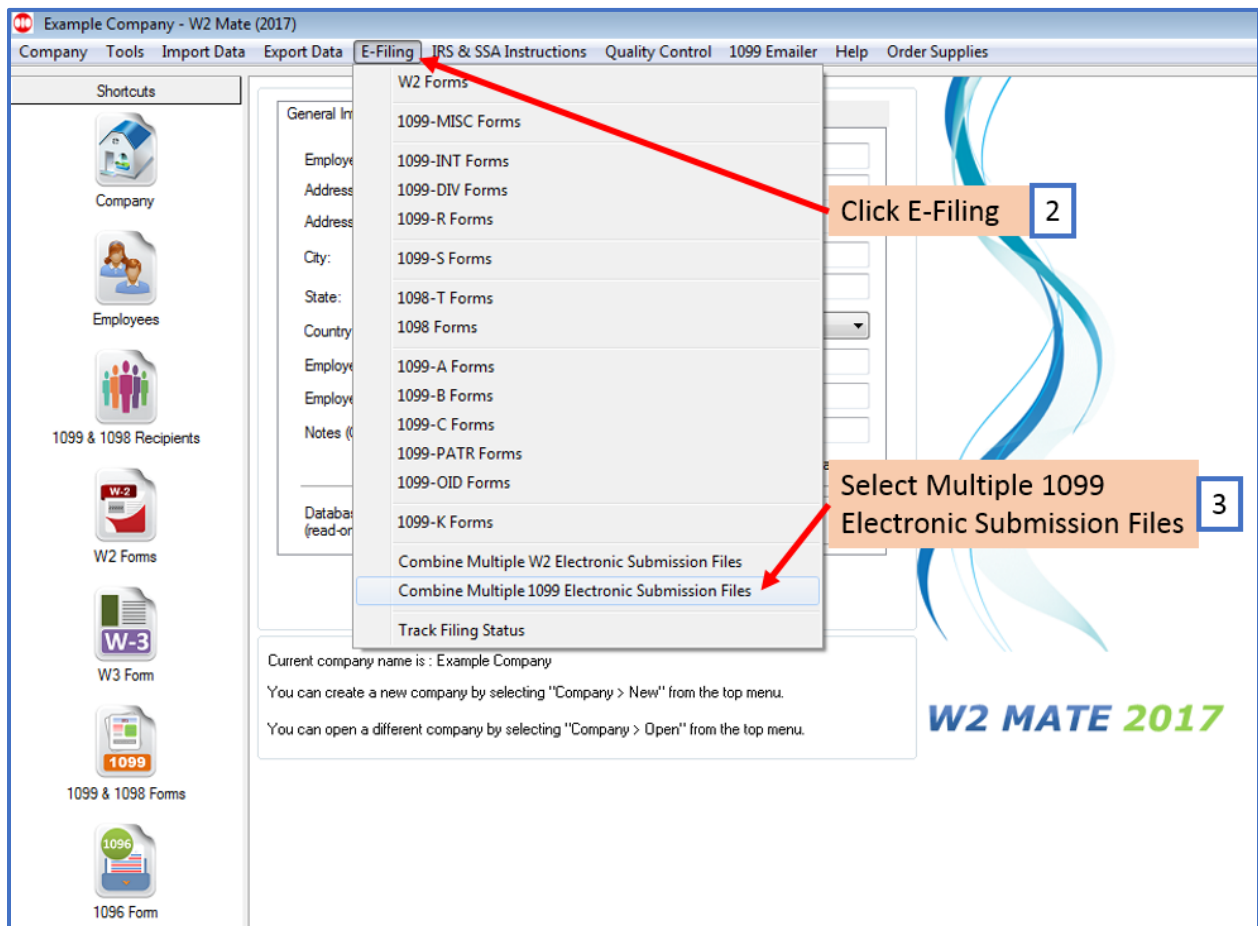
1. Create a new master folder for each form type and save the 1099/1098 electronic filing submissions you created inside W2 Mate to each master folder

Note: You cannot combine different form types (ex. 1099-MISC and 1099-INT files cannot be in the same folder)

You cannot combine files for the same company (ex. 1099-MISC Company A, 1099-INT Company A files cannot be in the same folder)

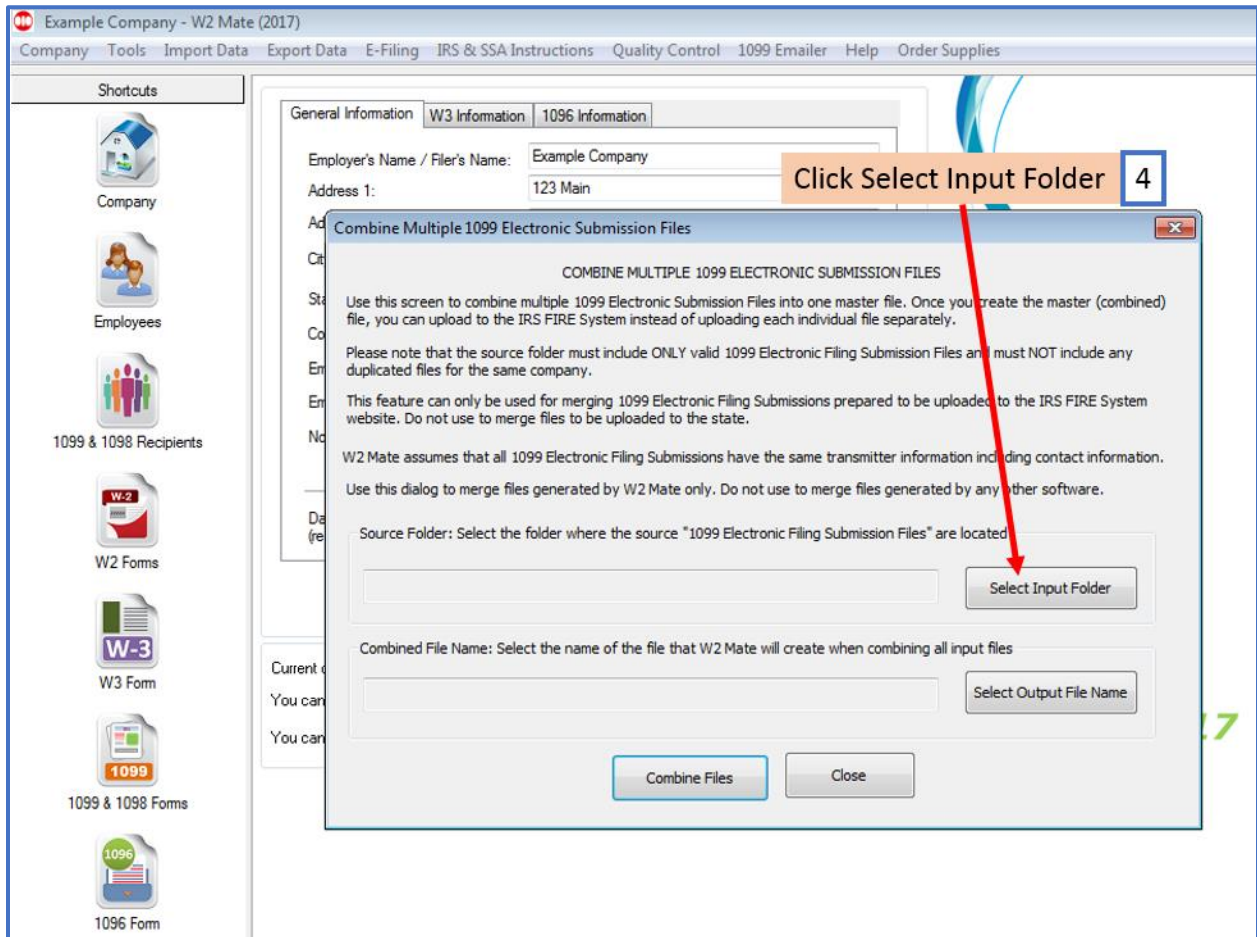
2. Click E-Filing

3. Select Multiple 1099 Electronic Submission Files



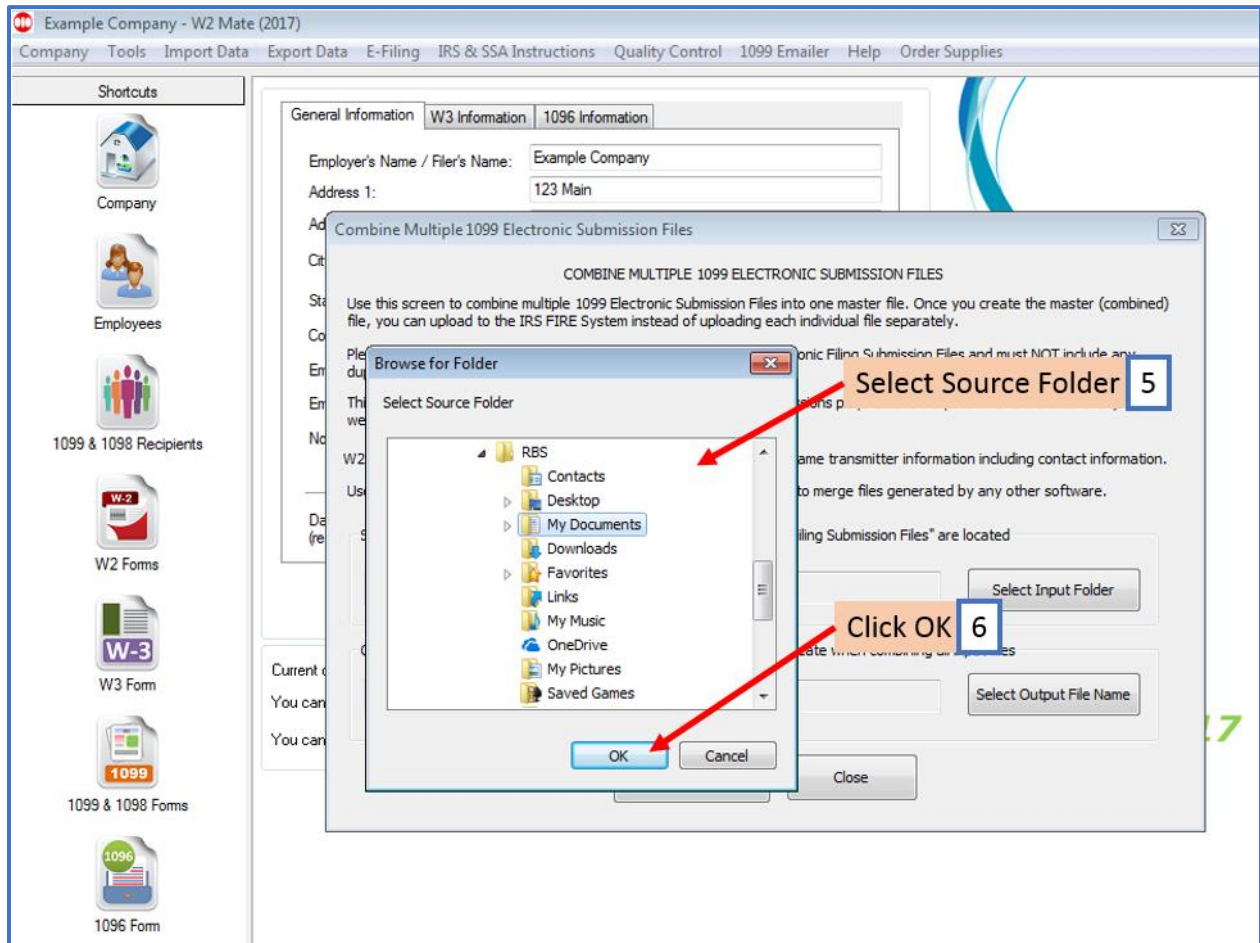
#### 4. Click Select Input Folder

Note: Input folder is the current folder that has all of the individual electronic submission files you created in step 1

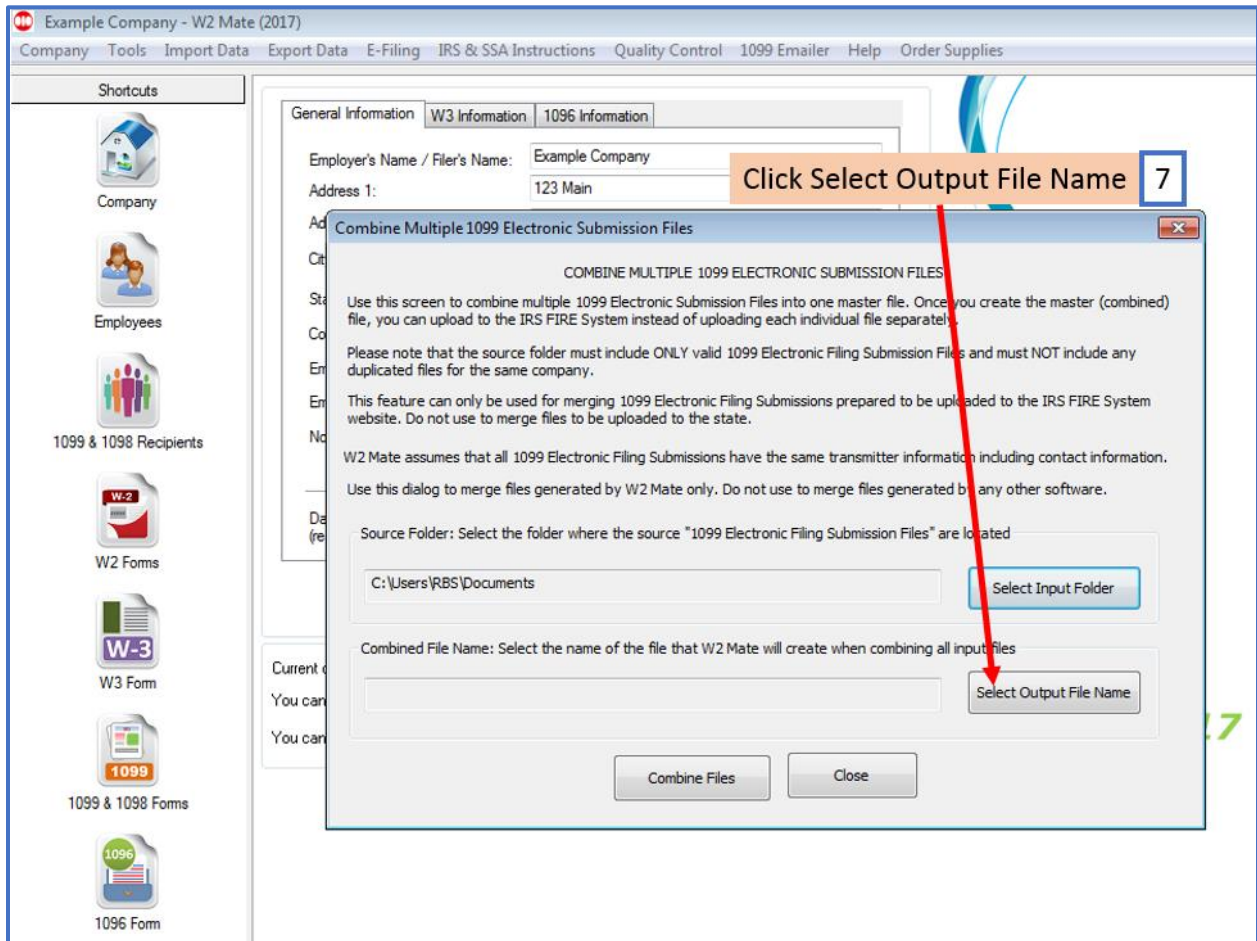


5. Select Input (Source) Folder

6. Click OK

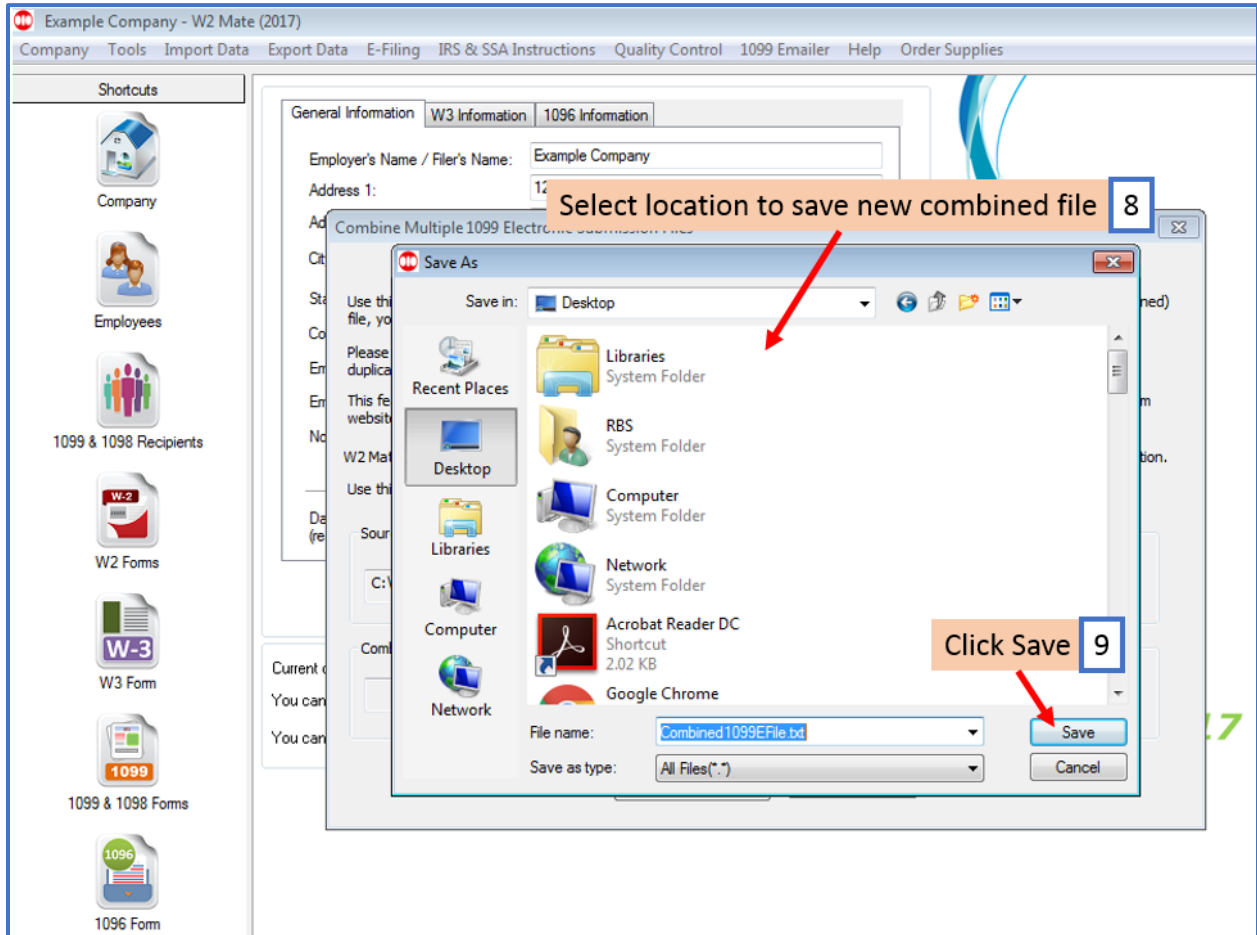


## 7. Click Select Output File Name



8. Select location to save the new combined file

9. Click Save



## 10. Click Combine Files

The screenshot displays the W2 Mate (2017) software interface. The main window shows a 'General Information' tab with fields for 'Employer's Name / Filer's Name' (Example Company) and 'Address 1' (123 Main). A modal dialog box titled 'Combine Multiple 1099 Electronic Submission Files' is open in the foreground. The dialog contains the following text:

**COMBINE MULTIPLE 1099 ELECTRONIC SUBMISSION FILES**

Use this screen to combine multiple 1099 Electronic Submission Files into one master file. Once you create the master (combined) file, you can upload to the IRS FIRE System instead of uploading each individual file separately.

Please note that the source folder must include ONLY valid 1099 Electronic Filing Submission Files and must NOT include any duplicated files for the same company.

This feature can only be used for merging 1099 Electronic Filing Submissions prepared to be uploaded to the IRS FIRE System website. Do not use to merge files to be uploaded to the state.

W2 Mate assumes that all 1099 Electronic Filing Submissions have the same transmitter information including contact information.

Use this dialog to merge files generated by W2 Mate only. Do not use to merge files generated by any other software.

Source Folder: Select the folder where the source "1099 Electronic Filing Submission Files" are located

C:\Users\RBS\Documents

Combined File Name: Select the name of the file that W2 Mate will create when combining all input files

C:\Users\RBS\Desktop\Combined1099File.txt

A red arrow points from the 'Click Combine Files' callout box to the 'Combine Files' button. The callout box also contains the number '10'. The left sidebar of the software shows various shortcuts including 'Company', 'Employees', '1099 & 1098 Recipients', 'W2 Forms', 'W3 Form', '1099 & 1098 Forms', and '1096 Form'.

## 11. Click OK

