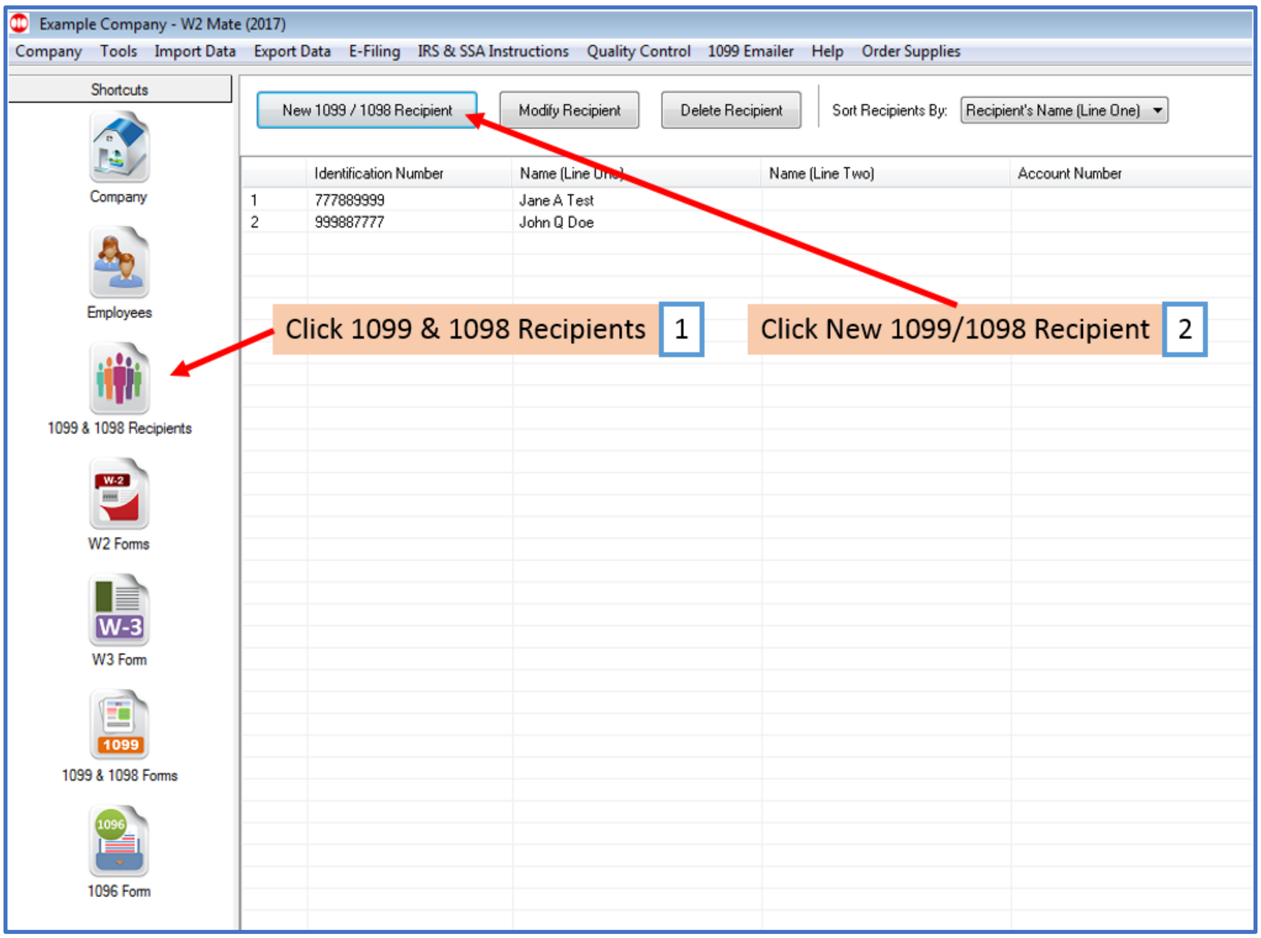
How to Create a New Recipient

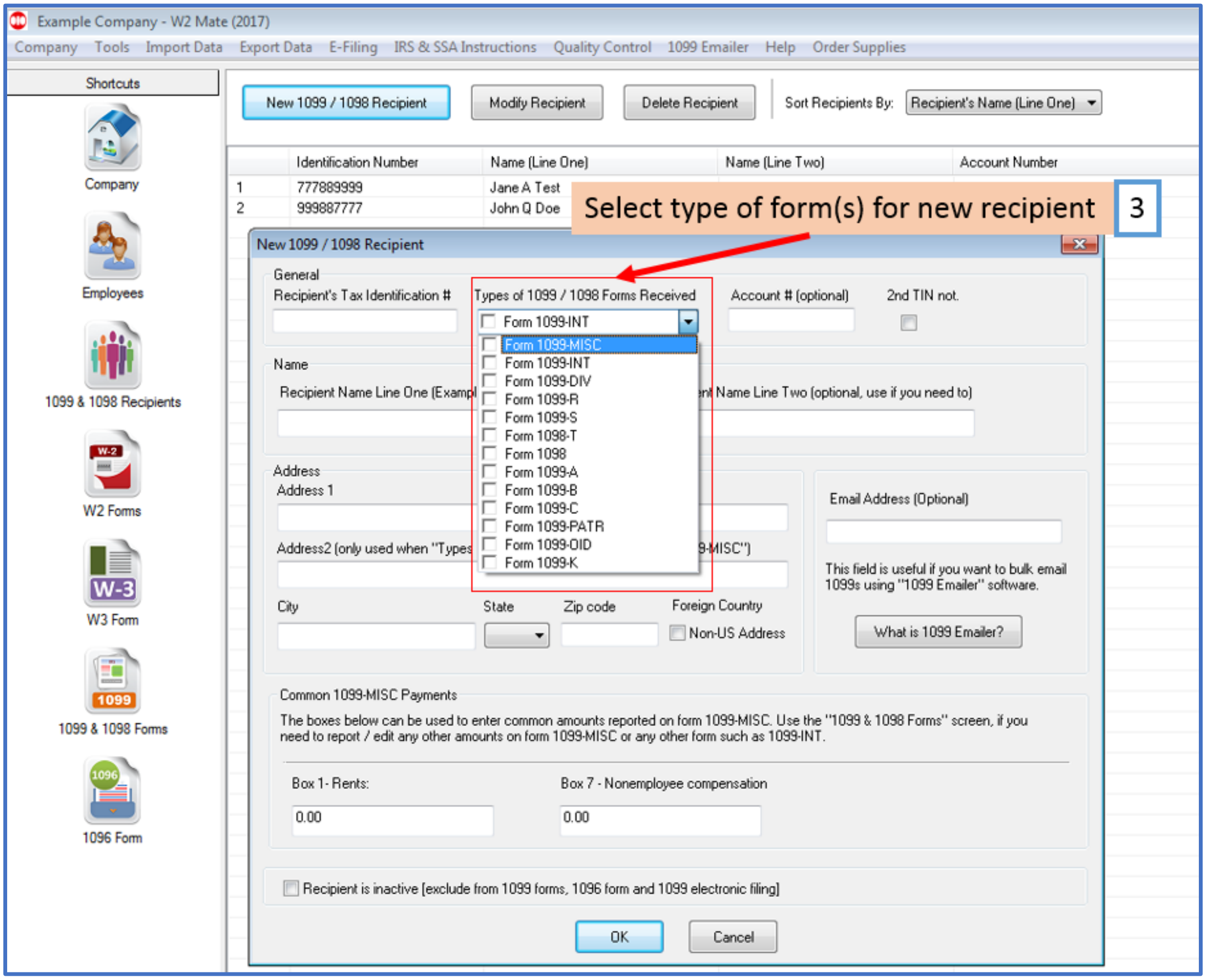
Make sure you have the correct Company open inside W2 Mate

1. Click 1099 & 1098 Recipients in shortcuts

2. Click New 1099/ 1098 Recipient



3. Select type of Forms this recipient will receive



4. Complete Recipient's data

5. Click OK