

3. Choose Form 1099-C

The screenshot shows the W2 Mate software interface. The main window is titled "Example Company\$second name - W2 Mate (2017)". The menu bar includes "Company", "Tools", "Import Data", "Export Data", "E-Filing", "IRS & SSA Instructions", "Quality Control", "1099 E-mailer", "Help", and "Order Supplies". On the left, there is a "Shortcuts" panel with icons for "Company", "Employees", "1099 & 1098 Recipients", "W2 Forms", "W3 Form", "1099 & 1098 Forms", and "1096 Form". The "1099 & 1098 Recipients" icon is highlighted.

The main area displays a "New 1099 / 1098 Recipient" dialog box. At the top, there are buttons for "New 1099 / 1098 Recipient", "Modify Recipient", and "Delete Recipient", along with a "Sort Recipients By:" dropdown menu set to "Recipient's Name (Line One)". The dialog box has a table header with columns: "Identification Number", "Name (Line One)", "Name (Line Two)", and "Account Number".

The "General" section of the dialog box includes fields for "Recipient's Tax Identification #", "Name", "Recipient Name Line One (Example)", "Address" (Address 1, Address 2), "City", "State", "Zip code", "Foreign Country", and "Email Address (Optional)". A "Types of 1099 / 1098 Forms Received" dropdown menu is open, showing a list of form types: Form 1099-C (checked), Form 1099-MISC, Form 1099-INT, Form 1099-DIV, Form 1099-R, Form 1099-S, Form 1098-T, Form 1098, Form 1099-A, Form 1099-B, Form 1099-C (highlighted), Form 1099-PATR, Form 1099-DID, and Form 1099-K. A red arrow points from the "Select Form 1099-C" text to the highlighted "Form 1099-C" option. A blue box with the number "3" is next to the "Select Form 1099-C" text.

The "Common 1099-MISC Payments" section includes fields for "Box 1 - Rents" (0.00) and "Box 7 - Nonemployee compensation" (0.00). There is a checkbox for "Recipient is inactive [exclude from 1099 forms, 1096 form and 1099 electronic filing]". At the bottom, there are "OK" and "Cancel" buttons.

4. Enter New Recipient information

5. Click OK

The screenshot shows the W2 Mate software interface. The main window title is "Example Company\$second name - W2 Mate (2017)". The menu bar includes "Company", "Tools", "Import Data", "Export Data", "E-Filing", "IRS & SSA Instructions", "Quality Control", "1099 Emler", "Help", and "Order Supplies". The left sidebar contains shortcuts for "Company", "Employees", "1099 & 1098 Recipients", "W2 Forms", "W3 Form", "1099 & 1098 Forms", and "1096 Form". The main area displays a "New 1099 / 1098 Recipient" dialog box. The dialog box has a title bar with "New 1099 / 1098 Recipient" and a close button. Below the title bar are buttons for "New 1099 / 1098 Recipient", "Modify Recipient", and "Delete Recipient", along with a "Sort Recipients By:" dropdown menu set to "Recipient's Name (Line One)". The dialog box is divided into several sections: "General" (with fields for "Recipient's Tax Identification #", "Types of 1099 / 1098 Forms Received" (set to "Form 1099-C"), "Account # (optional)", and "2nd TIN not."); "Name" (with fields for "Recipient Name Line One (Example: John Doe)" and "Recipient Name Line Two (optional, use if you need to)"); "Address" (with fields for "Address 1", "Address 2 (only used when 'Types of 1099 Forms Received' is 'Form 1099-MISC')", "City", "State", "Zip code", "Foreign Country", and "Non-US Address"); "Email Address (Optional)"; and "Common 1099-MISC Payments" (with fields for "Box 1 - Rents" and "Box 7 - Nonemployee compensation", both set to "0.00"). A red box highlights the "General" section, and a red arrow points to the "OK" button. A blue box with the number "4" is next to the text "Enter New Recipient data", and another blue box with the number "5" is next to the text "Click OK".

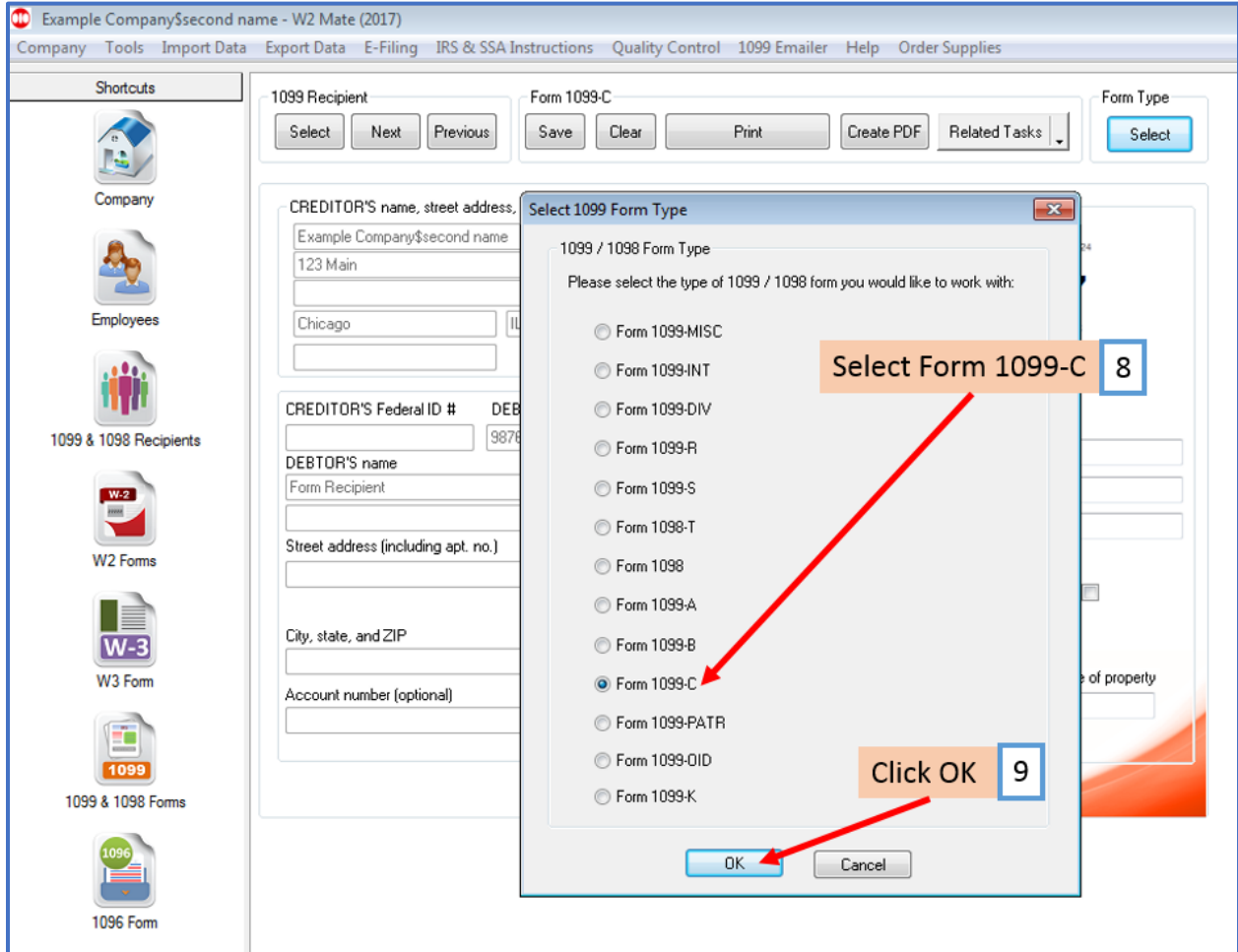
6. Choose 1099 & 1098 Forms in shortcuts

7. Click Select under form type

The screenshot displays the W2 Mate software interface for creating a 1099-MISC form. The interface includes a top menu bar with options like 'Company', 'Tools', 'Import Data', 'Export Data', 'E-Filing', 'IRS & SSA Instructions', 'Quality Control', '1099 Emailer', 'Help', and 'Order Supplies'. On the left, a 'Shortcuts' sidebar contains icons for 'Company', 'Employees', '1099 & 1098 Recipients', 'W2 Forms', 'W3 Form', '1099 & 1098 Forms', and '1096 Form'. The main workspace is titled '1099 Recipient' and 'Form 1099-MISC'. It features a 'Form Type' dropdown menu with a 'Select' button highlighted by a red arrow and a blue box labeled '7'. A callout box labeled '6' points to the '1099 & 1098 Forms' icon in the sidebar. The form fields include: Payer's name (Example Company), address (123 Main, Chicago, IL 60605), PAYER'S Federal ID number (777999999), and RECIPIENT'S ID number (Jane A.). The right side of the form contains 18 numbered fields for various income and tax amounts, all currently set to 0.00. The year '2017' is displayed prominently. A red arrow also points from the '1099 & 1098 Forms' icon to the 'Form Type' dropdown.

8. Select Form 1099-C

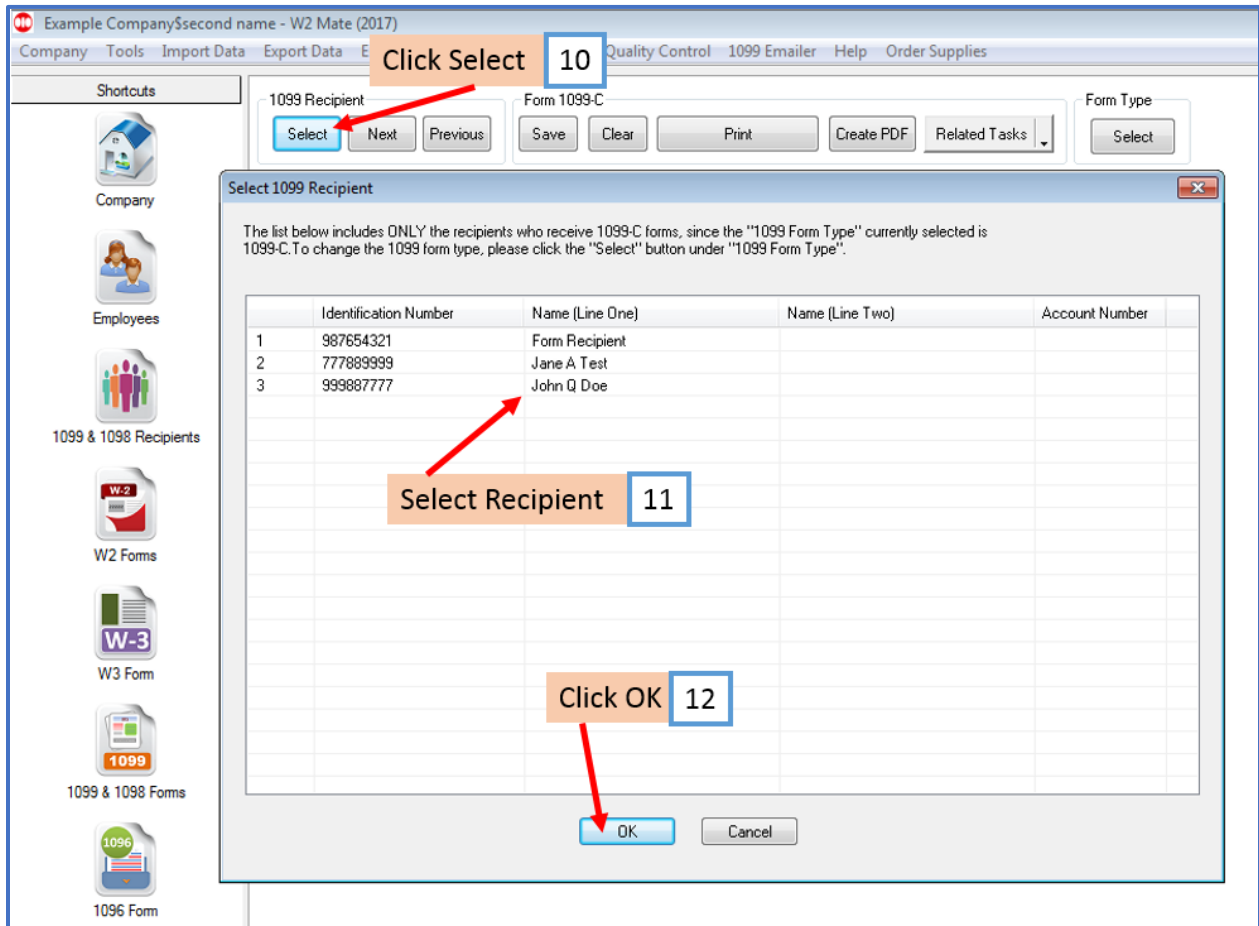
9. Click OK



10. Click Select under Recipient

11. Select 1099-C Recipient

12. Click OK



13. Fill in recipient(s) amounts (for example: Date of identifiable event, Amount of debt discharged, etc.)

14. Click Save

Note: Repeat this step for all other recipients you have added

Example Company\$second name - W2 Mate (2017)

Company Tools Import Data Export Data **Click Save 14** ctions Qu **Complete Information for Recipient 13**

1099 Recipient Form 1099-C

Select Next Previous **Save** Clear Print Create PDF Related Tasks Form Type Select

CREDITOR'S name, street address, city, state, zip code & Tel. #

Example Company\$second name
123 Main
Chicago IL 60605

1 Date of identifiable event (mm/dd/yyyy) **2017**
OMB No. 1545-1424
Form 1099-C

2 Amount of debt discharged 0.00

3 Interest if included in box 2 0.00

4 Debt description

5 Check here if the debtor was personally liable for repayment of the debt

6 Identifiable event code 7 Fair market value of property 0.00

CREDITOR'S Federal ID # DEBTOR'S identification number
DEBTOR'S name
Street address (including apt. no.)
City, state, and ZIP
Account number (optional) 2nd TIN not.

1099 & 1098 Recipients
W2 Forms
W3 Form
1099 & 1098 Forms
1096 Form

15. Click Print

16. Select Recipients

17. Select copy to print

Note: To print a Recipient /Payer copy on blank paper choose the copy to print from the drop-down menu

To print the data on the preprinted IRS red form chose Print DATA Only

18. Click OK

Example Company\$second name - W2 Mate (2017)

Company Tools Import Data Export Data E-Filing IRS & SSA Instructions **Click Print 15** Help Order Supplies

Shortcuts

- Company
- Employees
- 1099 & 1098 Recipients
- W2 Forms
- W3 Form
- 1099
- 1096 Form

1099 Recipient Form 1099-C

Select Next Previous Save Clear **Print** Create PDF Related Tasks Form Type Select

Print 1099 Forms

Step 1: Please select the recipients you want to print 1099 Forms for

Select	Recipient's ID #	Recipient's Name (Line One)	Recipient's Name (Line Two)
1 <input type="checkbox"/>	987654321	Form Recipient	
2 <input type="checkbox"/>	777889999	Jane A Test	
3 <input type="checkbox"/>	999887777	John Q. Doe	

Select Current Recipient Only
Select All Recipients
Select None
Select Recipient Range
Find Recipient

Step 2: Please select the type of 1099 Form copy you want to print

Print a recipient / payer copy: Copy B-For Debtor Mark as CORRECTED
 Print DATA ONLY on a preprinted form [IRS Copy A on red-ink form or any other copy on pre-printed form] Mask Recipient's Tax ID Number on Copy B.

Furnish Copy B of this form to the recipient by January 31, 2018.
File Copy A of this form with the IRS by February 28, 2018. If you file electronically, the due date is April 2, 2018. You can use W2 Mate Option #4 (Electronic Filing) in order to file electronically.

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 (DO NOT change unless you have to)
0.00 <input type="radio"/> Move data to the LEFT	0.00 <input type="radio"/> Move data UP	Space between first and second form. Default is 1.0 Inch 1.00
<input checked="" type="radio"/> Move data to the RIGHT	<input checked="" type="radio"/> Move data DOWN	Space between second and third form. Default is 1.0 Inch 1.00

Click OK 18

OK Cancel

19. Select the correct printer

20. Click OK

