

# How to Delete Recipients

Make sure you have the correct Company open inside W2 Mate

## \*Single Recipient\*

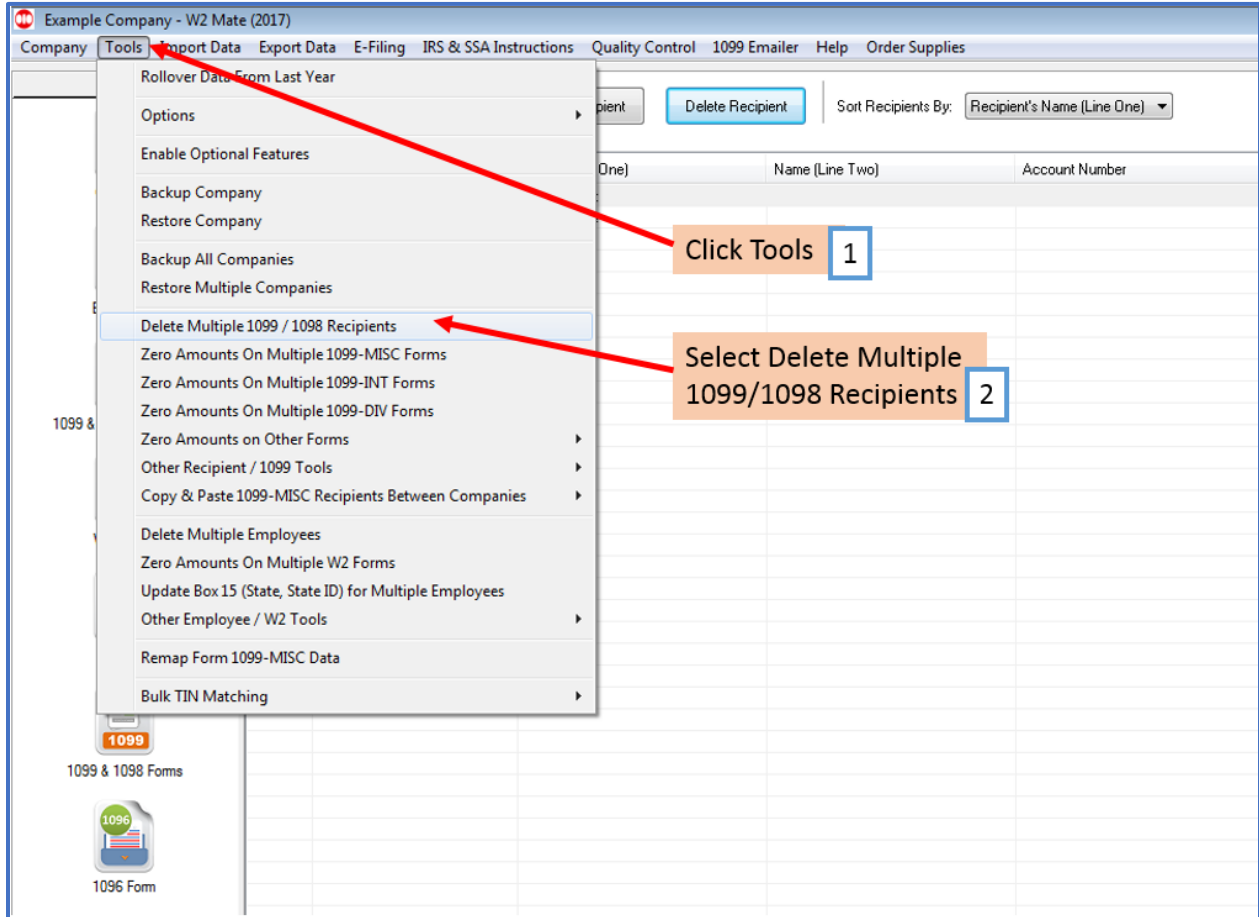
1. Click 1099 and 1098 Recipients in shortcuts
2. Choose Recipient from list
3. Click Delete Recipient
4. Click Yes

The screenshot shows the W2 Mate (2017) software interface. The sidebar on the left contains several shortcuts, with '1099 & 1098 Recipients' highlighted by a red arrow and callout 1. The main window displays a table of recipients with columns for Identification Number, Name (Line One), Name (Line Two), and Account Number. The table contains two rows: one for Jane A. Test and one for John Q. Doe. A red arrow points from callout 2 to the first row. Above the table, there are buttons for 'New 1099 / 1098 Recipient', 'Modify Recipient', and 'Delete Recipient'. A red arrow points from callout 3 to the 'Delete Recipient' button. A confirmation dialog box is open in the foreground, asking 'Are you sure you want to delete this recipient?'. A red arrow points from callout 4 to the 'Yes' button in the dialog.

	Identification Number	Name (Line One)	Name (Line Two)	Account Number
1	777889999	Jane A. Test		
2	999887777	John Q. Doe		

## \*Multiple Recipient\*

1. Click Tools
2. Click Delete Multiple 1099 and 1098 Recipients



### 3. Select Multiple Recipients

### 4. Click Ok

Example Company - W2 Mate (2017)

Company Tools Import Data Export Data E-Filing IRS & SSA Instructions Quality Control 1099 Emailer Help Order Supplies

Shortcuts

New 1099 / 1098 Recipient Modify Recipient Delete Recipient Sort Recipients By: Recipient's Name (Line One)

	Identification Number	Name (Line One)	Name (Line Two)	Account Number
1	777889999	Jane A. Test		
2	999887777	John Q. Doe		

Delete Recipients

Please select one or more recipients from the list below. The selected recipients will be permanently deleted from this company.

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

Select All

Select None

Find

Select Recipients to delete 3

Click OK 4

OK Cancel

5. Click Yes

The screenshot shows the W2 Mate (2017) software interface. The main window title is "Example Company - W2 Mate (2017)". The menu bar includes "Company", "Tools", "Import Data", "Export Data", "E-Filing", "IRS & SSA Instructions", "Quality Control", "1099 Emailer", "Help", and "Order Supplies". On the left, there is a "Shortcuts" sidebar with icons for "Company", "Employees", "1099 & 1098 Recipients", "W2 Forms", "W3 Form", "1099 & 1098 Forms", and "1096 Form". The main area contains a table with columns: "Identification Number", "Name (Line One)", "Name (Line Two)", and "Account Number". The table has two rows of data:

	Identification Number	Name (Line One)	Name (Line Two)	Account Number
1	777889999	Jane A Test		
2	999887777	John Q Doe		

Below the table, a confirmation dialog box titled "W2 Mate (2017)" is displayed. It contains a warning icon and the text: "You are about to permanently delete these recipients from the company. Are you sure you want to continue?". There are "Yes" and "No" buttons at the bottom of the dialog. A red arrow points from a callout box below to the "Yes" button. The callout box contains the text "Click Yes" and a blue-bordered box with the number "5".