How to E-File 1099-INT Forms Using W2 Mate

Note: Before you can file electronically with the IRS you need to obtain a TCC code (Transmitter Control Code). If you filed with the IRS electronically before, then you should already have a TCC code.

If this is the first time you are filing electronically then you can easily obtain a TCC code by submitting Form 4419 to the IRS. You will need a TCC code to electronically file regardless whether you use our software or any other software.

Make sure you have the correct Company open inside W2 Mate

Note: In order to use this feature you must purchase and enable W2 Mate Option #4 to electronically file

- 1. Click E-Filing
- 2. Click 1099-INT Forms

| 💷 Example Company - | W2 Mate | (2017) | | |
|----------------------|-----------|---------------------|--|-------------------------|
| Company Tools Imp | oort Data | Export Data | E-Filing PS & SSA Instructions Quality Control 1099 Emailer He | lp Order Supplies |
| Shortcuts | | | W2 Forms | |
| 2 | | General In | 1099-MISC Forms | Click E-Filing 1 |
| 14 | | Employe | 1099-INT Forms | |
| Company | | Address | | Select 1099-INT Forms 2 |
| | | Address | 1099-R Forms | Sciect 1055-INT Forms 2 |
| | | City: | 1099-S Forms | |
| | | State: | 1098-T Forms | |
| Employees | | Country | 1098 Forms | |
| | | Employe | 1099-A Forms | |
| | | Employe | 1099-B Forms | |
| 1099 & 1098 Recipien | nts | Notes (| 1099-C Forms | |
| | | | 1099-PATR Forms ange | s. |
| W-2 | | | 1099-OID Forms | |
| | | Databa: (read-or | 1099-K Forms | |
| W2 Forms | | | Combine Multiple W2 Electronic Submission Files | |
| | | | Combine Multiple 1099 Electronic Submission Files | |
| | | | Track Filing Status | |
| W-3 | | Current compa | any name is : Example Company | |
| W3 Form | | You can creat | te a new company by selecting "Company > New" from the top menu. | |
| | | You can open | a different company by selecting "Company > Open" from the top menu. | W2 MATE 2017 |
| 1099 | | | | |
| 1099 & 1098 Forms | | | | |
| | | | | |
| | | | | |
| 1096 Form | | | | |

This will open the Electronic Filing Transmitter Setup

3. To see detailed help with the electronic filing process, click on the HELP button

| Shortcuts | Consert Information | | | De | etailed Help 3 | | |
|-----------------------|---|---|--|--|---|--|--|
| ~ | Electronic Filing Transmit | | | | | | |
| 12/ | Transmitter Information | (Information of the company or | person who registered with th | ne IRS in order to file elec | tronically.) | | |
| Company | Transmitter Name Line 1: | Trans 1 | TIN (Tax Identificat | TIN (Tax Identification Number): 991234567 | | | |
| | Transmitter Name Line2: | Trans 2 | TCC (Transmitter C | ontrol Code): 44444 | 14444 | | |
| | Company Associated Wi | ith Correspondence Address (Co | ompany that the IRS will contac | t with any issues related | to the file) | | |
| Employees | Company Name Line 1: | Example Company | City: Chicag | 0 | Save / Load When preparing 1099s for | | |
| | Company Name Line 2: | | State: IL | | multiple companies and you want to be the point of | | |
| | Company Address: | 123 Main | Zip Code: 60605 | | contact for all of them, you can save and load your info | | |
| 199 & 1098 Recipients | Contact Information (| Person that the IRS will contact | with any issues related to the | | here. | | |
| | Name: Contact | Phone #: 7085 | 906376 E-mail: contact | @contact.com | Save Load | | |
| .w.2 | 1.2 | | | | | | |
| | a second s | e Filing Program (Available only f | | OID &K) | Test File | | |
| W2 Forms | | Federal/State Filing Program" Int u will e-file directly with the state | | | | | |
| | | 1099-INT Box 15 is used to decide which state the form gets forwarded to (by the IRS), What do you want W2 Mate to do when 1099-INT Box 15 is empty? | | | | | |
| W-3 | | nt W2 Mate to do when 1099-1N ddress state and if it does not p | an a | ThIT'S address stats | Only use when filing corrections | | |
| W3 Form | | In the Wayne and Mark | 0.0 0.00 0.0000 | 2011 M | Mark Payee Records as "C" | | |
| | | name and path of the file which | you need to send to the IRS or | | Mark Payee Records as "G" | | |
| 1099 | File Name and Path: C:\Users\ | RBS\Documents\IRSTAX-1099-IN | NT-EXAMPLE-COMPANY | Browse | Corrections How-to | | |
| 1099 & 1098 Forms | | | OK Can | el | | | |
| | | | | | | | |

4. Fill in all transmitter and company information

5. Enter Contact Information

6. Select Create a TEST file to create a test file, if needed

| | General Information | W3 Information 1096 Information | n | | | | |
|----------------------|----------------------------------|--|------------------------|-------------------|-----------------------------------|---|-----|
| Ma / | - | · · · | | | | | |
| Company | Transmitter Information | n (Information of the company or p | person who registere | ed with the IRS | S in order to file e | electronically.) | |
| Company | Transmitter Name Line 1 | Trans 1 | TIN (Tax I | dentification N | lumber): 9912 | 34567 HELP | |
| 4 | Transmitter Name Line 2: | Trans 2 | TCC (Tran | smitter Contro | l Code): 4444 | 4 | |
| | Company Associated W | ith Correspondence Address (Cor | npany that the IRS v | vill contact with | n any issues rela | ted to the file) | |
| Employees | Company Name Line 1: | Example Company | City: | Chicago | | Save / Load When preparing 1099s for | |
| | Company Name Line 2: | | State: | [IL | • | multiple companies and you want to be the point of | |
| | Company Address: | 123 Main | Zip Code: | 60605 | | contact for all of them, you can save and load your info | |
| 99 & 1098 Recipients | Contact Information (| (Person that the IRS will contact v | vith any issues relate | ed to the file) | | Create Test File | e |
| | Name: Contact | Phone #: 70859 | 06376 E-mail: | contact@cor | ntact.com | | |
| W-2 | | | | | | | |
| | Combined Federal/State | e Filing Program (Available only fo | r 1099-MISC, R, B, D | DIV, INT, OID | &K) | Test File | |
| W2 Forms | Enter Co | ntact Information | n 5 | rticipates] | | Create TEST file | 2 |
| | | | | | What is Combin Fed / State and | which Corrected Return | |
| W-3 | | ed to decide which state the form ant W2 Mate to do when 1099-INI | | by the | states participa | only use when filing corrections | |
| W3 Form | Use the COMPANY'S a | ddress state and if it does not pa | rticipate then use th | e RECIPIENT'S | address state. | Mark Payee | |
| | | | | | 2 | Records as "C | • |
| | | name and path of the file which y | ou need to send to t | ne IRS or state | e) | Mark Payee Records as "G | - |
| | File Name and Path: C:\Users\ | RBS\Documents\IRSTAX-1099-IN | T-EXAMPLE-COMPAN | IY | Bro | wse Corrections How- | -to |
| 1099 | | | | | | | |
| | | | ОК | Cancel | | | |
| 1099 & 1098 Forms | | | | | | | |

7. Click What is Combined Fed/State and which states participate? for additional information and to see if your state participates

8. Check the combined Fed/State program filing box if your state participates in the program and you want to include state data in your electronic submission file

Note: Combined Federal/State Program available for forms 1099-MISC, DIV, INT, OID, R, B & K

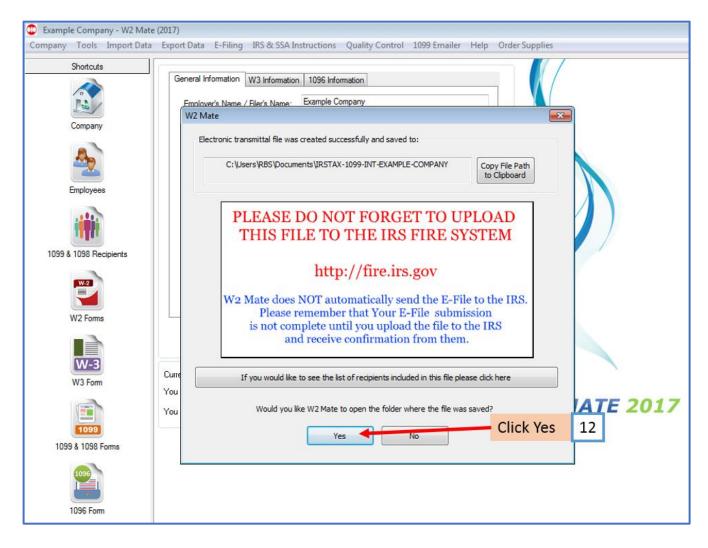
9. Select correct response to direct IRS on what to do if State/State ID box is empty

| Shortcuts | General Information W3 Information 1096 Informat | 00 | | | | | |
|------------|--|--|---|---|--|--|--|
| | Electronic Filing Transmitter Setup | | | | | | |
| | Transmitter Information (Information of the compan | y or person who registered with the IR | S in order to file electronic | ally.) | | | |
| Company | Transmitter Name Line 1: Trans 1 | TIN (Tax Identification | Number): 991234567 | HELP | | | |
| 2 | Transmitter Name Line 2: Trans 2 | TCC (Transmitter Contr | ol Code): 44444 | | | | |
| | Company Associated With Correspondence Address | (Company that the IRS will contact wi | th any issues related to the | e file) | | | |
| Employees | heck combined Fed/State 8 | City: Chicago | | preparing 1099s for | | | |
| | Company Name Line2: | State Click to | see which sta | int of | | | |
| THE | Company Address: 123 Main | Zip Cc | ate in Combi | | | | |
| | Name: condect Phone #: / | | | beol | | | |
| W2 Forms | ombined Federal/State Filing Provram (Available on | ly for 1099-MISC, R, B, DIV, INT, OID | te program | Load Test File | | | |
| W2 Forms | | ly for 1099-MISC, R, B, DIV, INT, OID | &K) What is Combined | Test File | | | |
| W2 Forms | Iombined Federal/State Filing Program (Available on | ly for 1099-MISC, R, B, DIV, INT, OID Information tate, unless the state participates] form gets forwarded to (by the | &K) | Test File Create TEST file Corrected Return Only use when | | | |
| | ombined Federal/State Filing Pro ram (Available on ✓ Include "Combined Federal/St. te Filing Program" [Do not check if you will e-file directly with the s 1099-INT Box 15 is used to decide which state the | ly for 1099-MISC, R, B, DIV, INT, OID 'Information tate, unless the state participates] form gets forwarded to (by the 9-INT Box 15 is empty? | &K) What is Combined Fed / State and which states participate? | Test File Create TEST file Corrected Return Only use when filing corrections Mark Payee | | | |
| W-3 | ombined Federal/State Filing Pro ram (Available on ☑ Include "Combined Federal/St te Filing Program ☑ [Do not check if you will e-file directly with the s 1099-INT Box 15 is used to decide which state the IRS). What do you want W2 Mat, to do when 1099 | iv for 1099-MISC, R, B, DIV, INT, OID Information tate, unless the state participates] form gets forwarded to (by the 9-INT Box 15 is empty? In participate then use the RECIPIENT of participate then use the RECIPIENT of participate do not include combined to participate do not include combined | &K) What is Combined Fed / State and which states participate? S address state. S address state. S address state. / fed state info. / fed state info. | Test File Create TEST file Corrected Return Only use when filing corrections | | | |
| W3 Form | ombined Federal/State Filing Pro ram (Available on Include "Combined Federal/State Filing Program" [Do not check if you will e-file directly with the state 1099-INT Box 15 is used to decide which state the IRS). What do you want W2 Mate to do when 1099 Use the COMPANY'S address state and if it does no Use the RECIPIENT'S address state and if it does no Use the RECIPIENT'S address state and if it does no Use the RECIPIENT'S address state and if it does no Use the RECIPIENT'S address state and if it does no Use the RECIPIENT'S address state and if it does no Use the RECIPIENT'S address state and if it does no Note the RECIPI | iv for 1099-MISC, R, B, DIV, INT, OID Information tate, unless the state participates] form gets forwarded to (by the 9-INT Box 15 is empty? In participate then use the RECIPIENT of participate then use the RECIPIENT of participate do not include combined to participate do not include combined | &K) What is Combined Fed / State and which states participate? S address state. S address state. S address state. / fed state info. / fed state info. | Test File Corrected Return Only use when filing corrections Mark Payee Records as "C" Mark Payee Records as "G" | | | |

10. Click browse to select the location for the file to be saved

11. Click OK

| Shortcuts | | | | | | |
|----------------------|---|-------------------------------------|-----------------------|----------------------------|------------------------|---|
| | General Information W3 Information 1096 Information | | | | | |
| | Electronic Filing Transmit | ter Setup | | | | |
| 10/ | Transmitter Information | (Information of the company or p | erson who registere | ed with the IRS in order | to file electronically | (.) |
| Company | Transmitter Name Line 1: | Trans 1 | TIN (Tax I | dentification Number): | 991234567 | |
| | | | | | 44444 | HELP |
| 200 | Transmitter Name Line2: | Trans 2 | TCC (Tran | smitter Control Code): | 44444 | L |
| | Company Associated Wi | th Correspondence Address (Com | pany that the IRS v | vill contact with any issu | | |
| Employees | Company Name Line 1: | Example Company | City: | Chicago | Save / Lo | ad eparing 1099s for |
| | Company Name Line2: | | State: | [IL | multiple o | ompanies and you |
| | Company Address: | 123 Main | Zip Code: | 60605 | contact f | oe the point of for all of them, you |
| | | | Participation of | | can save here. | and load your info |
| 99 & 1098 Recipients | Contact Information (| Person that the IRS will contact w | ith any issues relate | d to the file) | | |
| | Name: Contact | Phone #: 70859 | 06376 E-mail: | contact@contact.com | n Save | Load |
| W-2 | | | | | | |
| | Combined Federal/State | Filing Program (Available only for | 1099-MISC. R. B. C | IV. INT. OID & K) | | Test File |
| W2 Forms | | ederal/State Filing Program" Info | | | | Create TEST file |
| - | [Do not check if you | unill a fila disas | | ange eutru | | tion 10 |
| | 1099-INT Box 15 is use | ed to decide what are an a second | | ange outpu | it me ioca | |
| W-3 | IRS). What do you wa | nt W2 Mate to do when 1099-INT | Box 15 is empty? | | | Only use when filing corrections |
| W3 Form | Use the COMPANY'S a | ddress state and if it does not par | ticipate then use th | e RECIPIENT'S address | state. 👻 | Mark Payee |
| - | Output File (This is the r | ame and path of the file which yo | u need to send to t | he IPS or state) | | Records as "C" |
| | File Name | and paul of the file which yo | a need to send to t | ine and or state) | | Mark Payee Records as "G" |
| 1099 | and Path: C:\Users\ | RBS\Documents\IRSTAX-1099-INT | -EXAMPLE-COMPAN | IY | Browse | Corrections How-to |
| 1099 & 1098 Forms | | | | | Click | OK 11 |
| (1995) | | C | ж 🕇 🗖 | Cancel | CIICK | OK 11 |
| | | | | | | |
| 1096 | | | | | | |



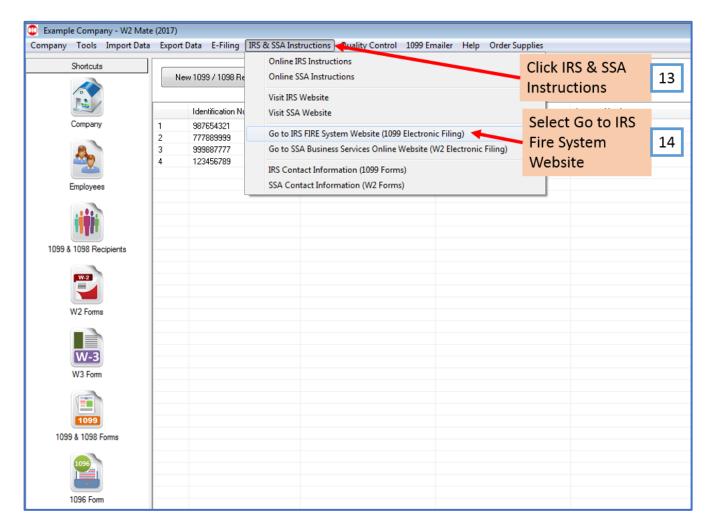
12. To open the folder where the file was saved Click Yes

Now go to the IRS FIRE website to upload your 1099/1098 electronic submission file

To access the IRS FIRE website from inside W2 Mate:

13. Click IRS & SSA Instructions

14. Click Go to IRS FIRE System Website (1099 Electronic Filing)



You will be rerouted to the IRS FIRE Website (<u>http://fire.irs.gov</u>), where you must log in to submit the file you have created.

Note: Log into the IRS FIRE System Website. If you do not have a user name and password click "Create New Account" link and follow the instructions. If you have any questions regarding the IRS FIRE system website call (866)-455-7438.