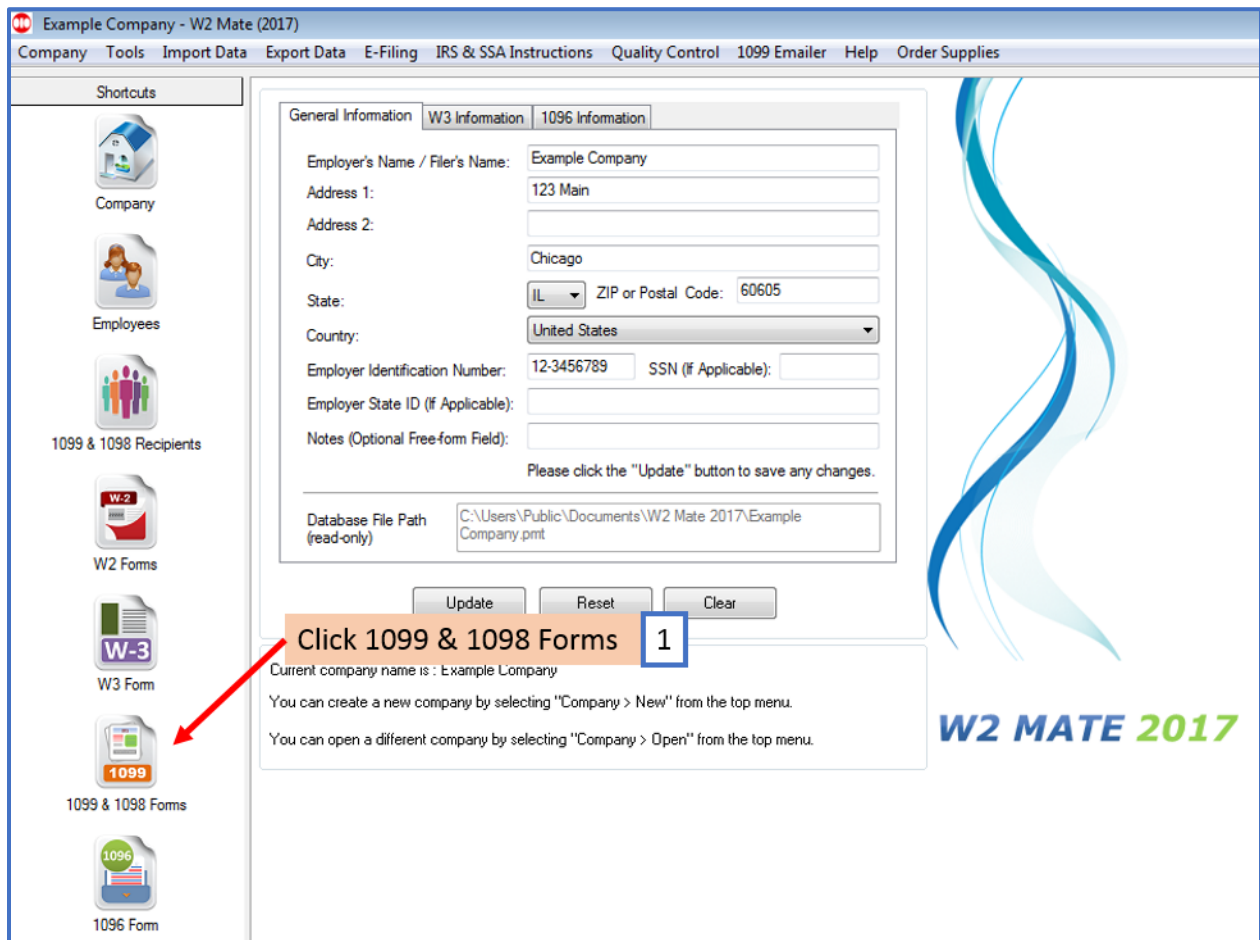


# How to Edit Data on a 1099-C Form

Make sure you have the correct Company open inside W2 Mate

1. Click 1099 & 1098 Forms from the Shortcuts menu



## 2. Click Select under Form Type

Example Company - W2 Mate (2017)

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

Shortcuts

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

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  
123 Main  
Chicago IL 60605

CREDITOR'S Federal ID # 12-3456789 DEBTOR'S identification number 777889999

DEBTOR'S name Jane A Test

Street address (including apt. no.) 505 Main

City, state, and ZIP Chicago IL 60605

Account number (optional) 2nd TIN not

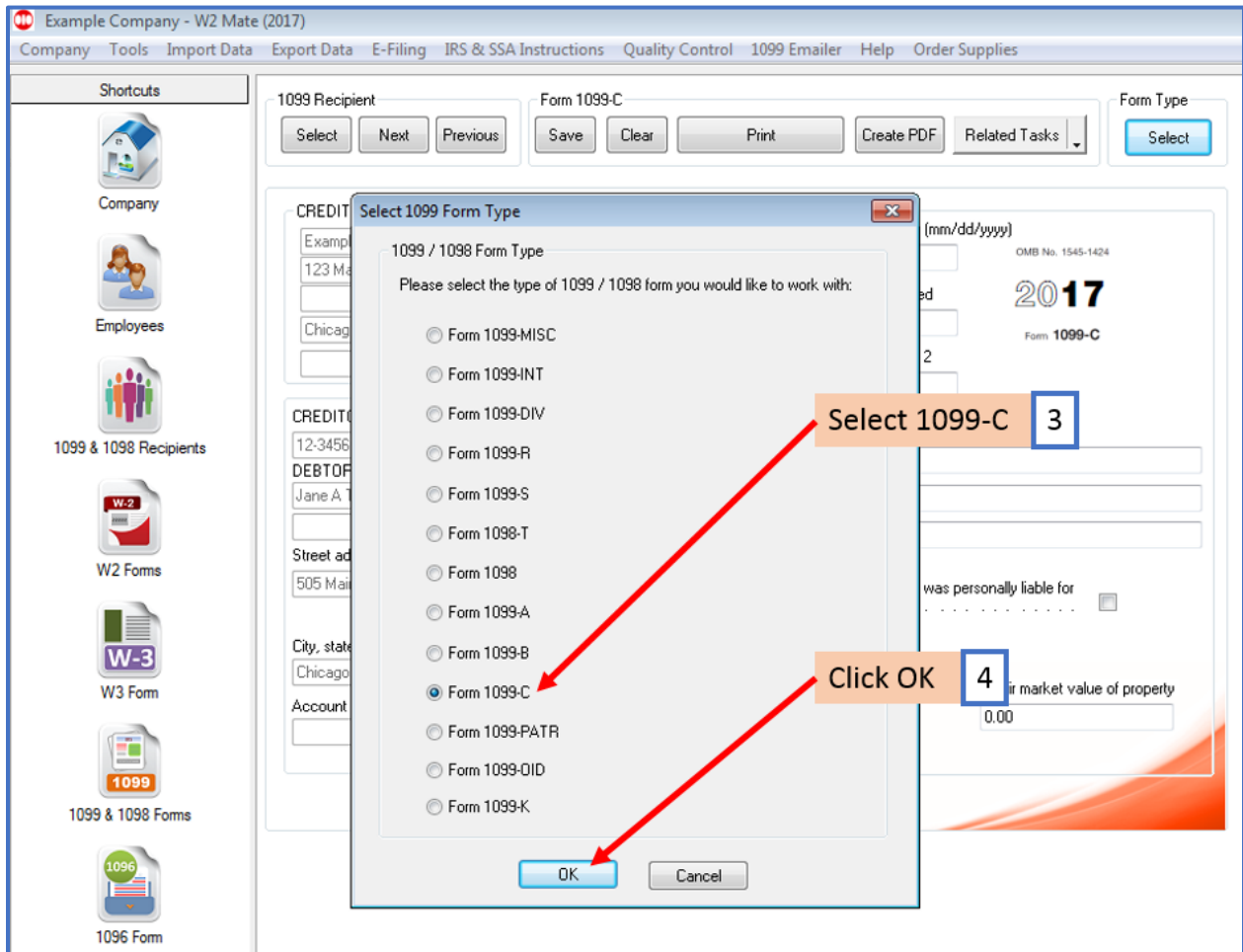
1 Date of identifiable event  
2 Amount of debt discharged 0.00  
3 Interest if included in box 2 0.00  
4 Debt description  
5 Check here if the debtor was personally liable for repayment of the debt   
6 Identifiable event code 7 Fair market value of property 0.00

2017 Form 1099-C

Click Select 2

3. Select Form 1099-C

4. Click OK



5. Click Select under 1099 Recipient

The screenshot shows the W2 Mate software interface for the year 2017. The main window is titled "Example Company - 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 side, there is a "Shortcuts" panel with icons for "Company", "Employees", "1099 & 1098 Recipients", "W2 Forms", "W3 Form", "1099 & 1098 Forms", and "1096 Form". The main area is titled "1099 Recipient" and "Form 1099-C". It contains several buttons: "Select", "Next", "Previous", "Save", "Clear", "Print", "Create PDF", "Related Tasks", and "Form Type" with a "Select" button. A red arrow points to the "Select" button, and a callout box with the text "Click Select" and a circled "5" is positioned over it. The form fields are as follows:

- Company: Example Company
- Street address: 123 Main
- City: Chicago, State: IL, ZIP: 60605
- CREDITOR'S Federal ID #: 12-3456789
- DEBTOR'S identification number: 7778889999
- DEBTOR'S name: Jane A. Test
- Street address (including apt. no.): 505 Main
- City, state, and ZIP: Chicago, IL, 60605
- Account number (optional): [empty]
- 2nd TIN not: [checkbox]
- 1 Date of identifiable event (mm/dd/yyyy): [empty]
- 2 Amount of debt discharged: 0.00
- 3 Interest if included in box 2: 0.00
- 4 Debt description: [empty]
- 5 Check here if the debtor was personally liable for repayment of the debt: [checkbox]
- 6 Identifiable event code: [empty]
- 7 Fair market value of property: 0.00

6. Select Recipient

7. Click OK

The screenshot shows the 'Select 1099 Recipient' dialog box in the W2 Mate software. The dialog contains a table with the following data:

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

A red arrow points to the 'Jane A Test' row, with a callout box labeled 'Select Recipient 6'. Another red arrow points to the 'OK' button, with a callout box labeled 'Click OK 7'.

8. Edit 1099-C Data as needed

9. Click Save

The screenshot shows the W2 Mate software interface for editing a 1099-C form. The top menu bar includes: Company, Tools, Import Data, Export Data, E-Filing, IRS & SSA Instructions, Quality Control, 1099 E-mailer, 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 is titled "1099 Recipient" and contains the following fields:

- CREDITOR'S name, street address, city, state, zip code & Tel. #**  
Example Company  
123 Main  
Chicago IL 60605
- CREDITOR'S Federal ID #**: 12-3456789  
**DEBTOR'S identification number**: 777889999
- DEBTOR'S name**: Jane A Test  
**Street address (including apt. no.)**: 505 Main
- City, state, and ZIP**: Chicago IL 60605
- Account number (optional)**: [ ]  
**2nd TIN not**: [ ]

The right side of the form is highlighted with a red box and contains the following fields:

- 1 Date of identifiable event (mm/dd/yyyy)**: [ ]
- 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

Annotations on the screenshot include:

- A red arrow pointing to the "Save" button in the top toolbar, with a callout box containing the number "9" and the text "Click Save".
- A red arrow pointing to the "Edit Data" button in the top toolbar, with a callout box containing the number "8" and the text "Edit Data".
- The year "2017" and "Form 1099-C" are displayed in the center of the form.

10. Click Yes

The screenshot displays the W2 Mate (2017) software interface. The main window is titled "Example Company - W2 Mate (2017)" and features a menu bar with options: Company, Tools, Import Data, Export Data, E-Filing, IRS & SSA Instructions, Quality Control, 1099 E-mailer, Help, and Order Supplies. A left sidebar contains "Shortcuts" for Company, Employees, 1099 & 1098 Recipients, W2 Forms, W3 Form, 1099 & 1098 Forms, and 1096 Form. The main area is titled "1099 Recipient" and "Form 1099-C". It includes buttons for "Select", "Next", "Previous", "Save", "Clear", "Print", "Create PDF", "Related Tasks", and "Form Type". The form fields are populated with: CREDITOR'S name (Example Company, 123 Main, Chicago, IL 60605), CREDITOR'S Federal ID # (12-3456789), DEBTOR'S name (Jane A Test), Street address (505 Main), City, state, and ZIP (Chicago, IL 60605), and Account number (optional). A confirmation dialog box titled "W2 Mate (2017)" is overlaid, asking "Are you sure you want to save the current fields?". The dialog has "Yes" and "No" buttons. A red arrow points from the "Click Yes 10" text to the "Yes" button. The background form shows "1 Date of identifiable event (mm/dd/yyyy)", "2 Amount of debt discharged" (0.00), "3 Interest if included in box 2" (0.00), "6 Identifiable event code", and "7 Fair market value of property" (0.00). The year "2017" is prominently displayed.