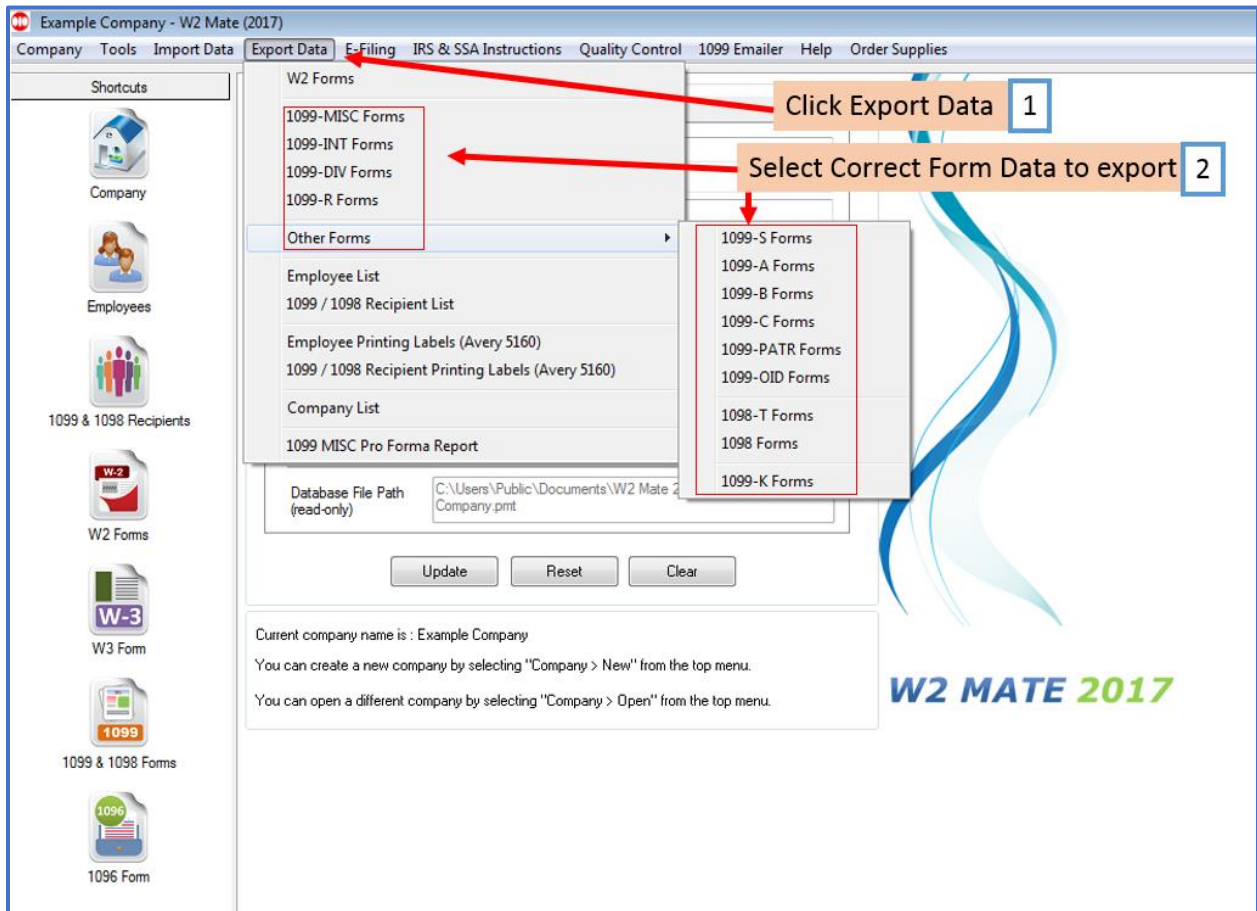


How to Export 1099 & 1098 Data

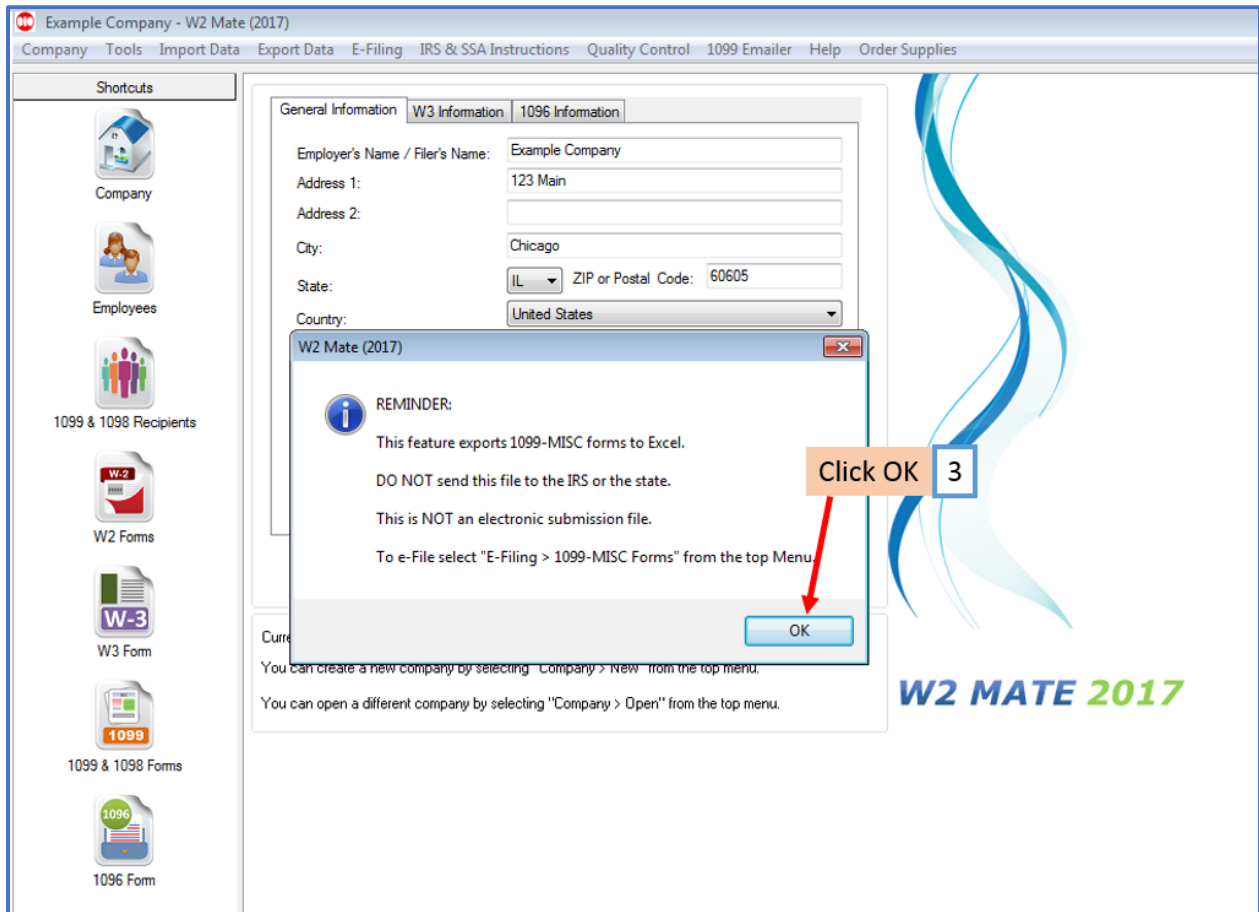
Make sure you have the correct Company open inside W2 Mate

1. Click Export Data
2. Select the Correct Form from the drop-down menu (for the additional forms select Other Forms then select the correct form)



Note: Do NOT send this file to the IRS or the state - This is NOT an electronic submission file

3. Click OK



4. Select the location you wish to save the file

5. Name the File

6. Click Save

