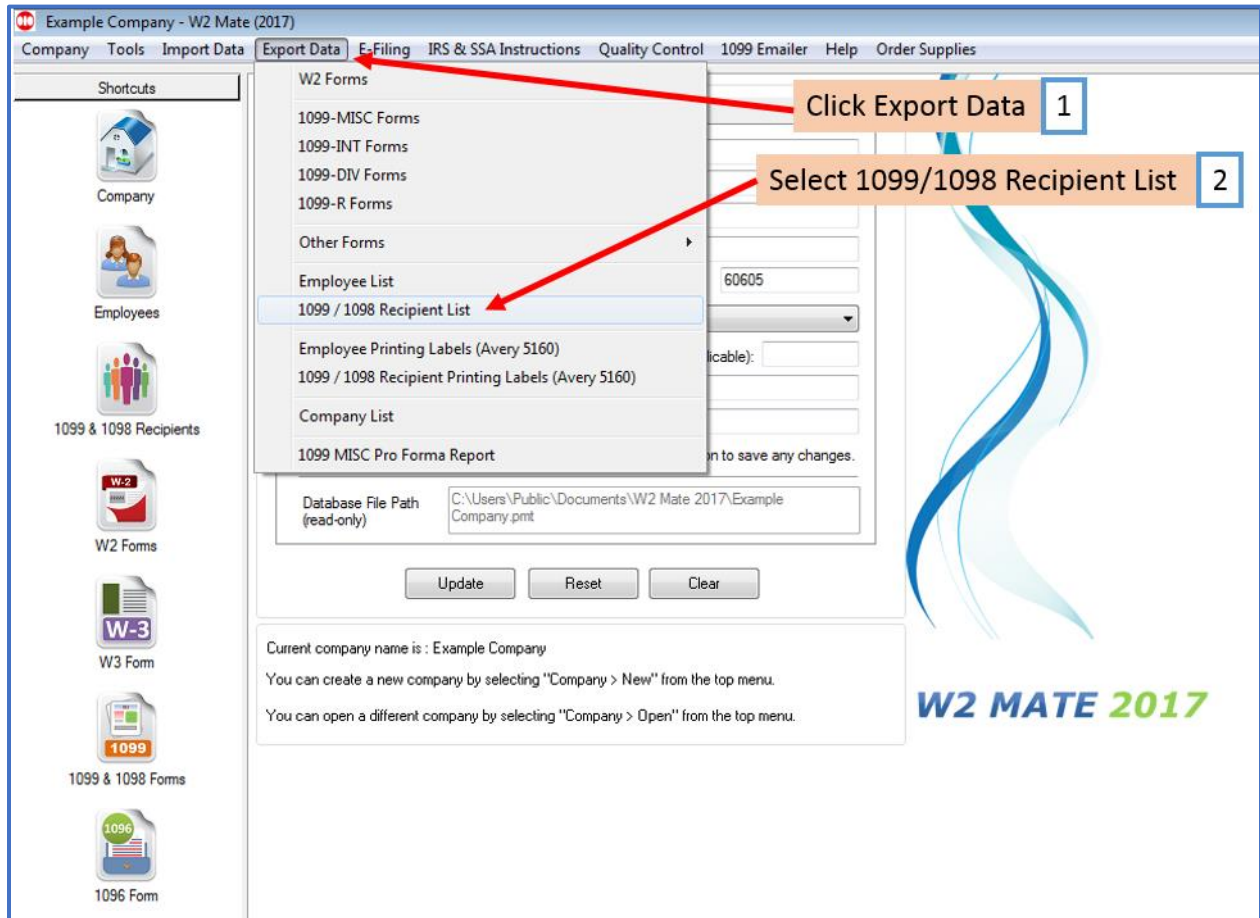


How to Export a 1099 Recipient List

Make sure you have the correct Company open inside W2 Mate

1. Click Export Data
2. Select 1099 / 1098 Recipient List



3. Select the location you wish to save the recipients list to

4. Name your Recipient List File

5. Click Save

