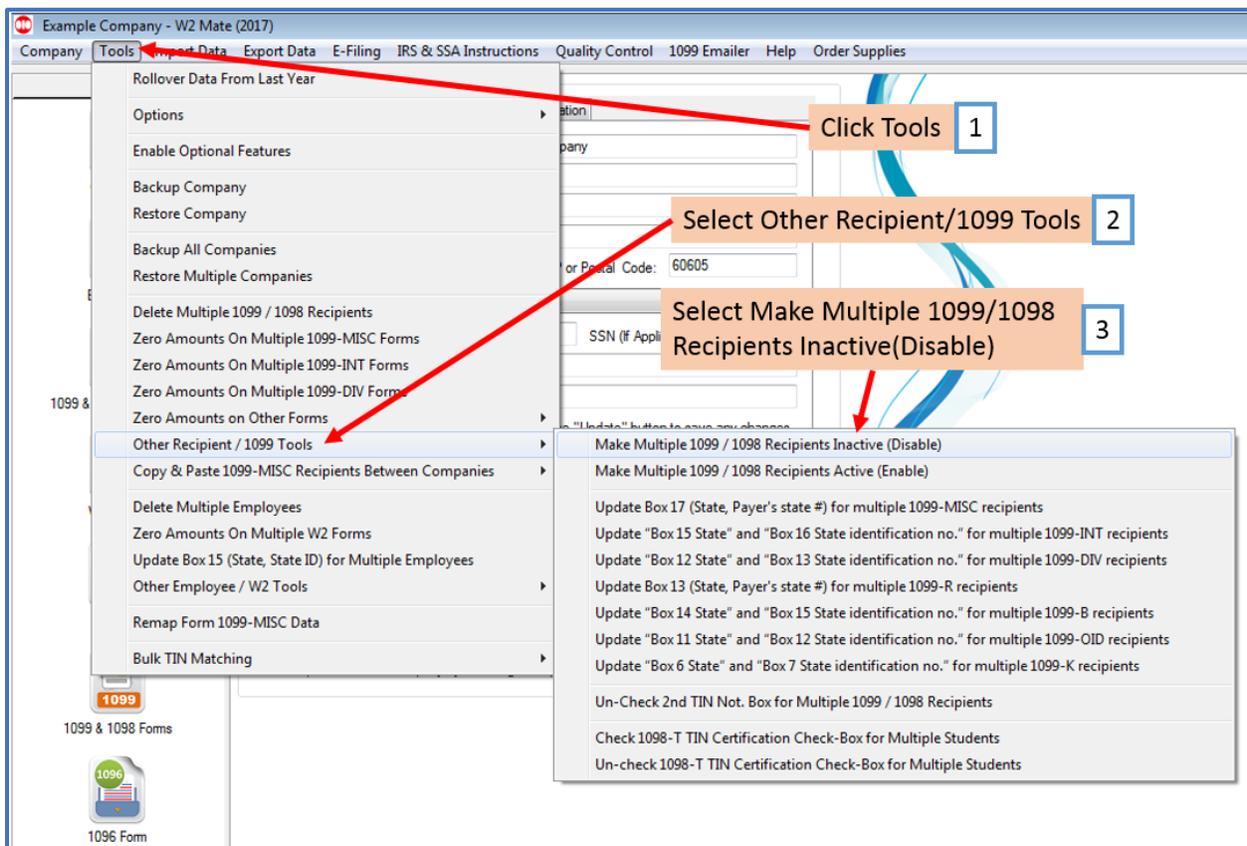


# How to Make Multiple 1099/1098 Recipients Inactive

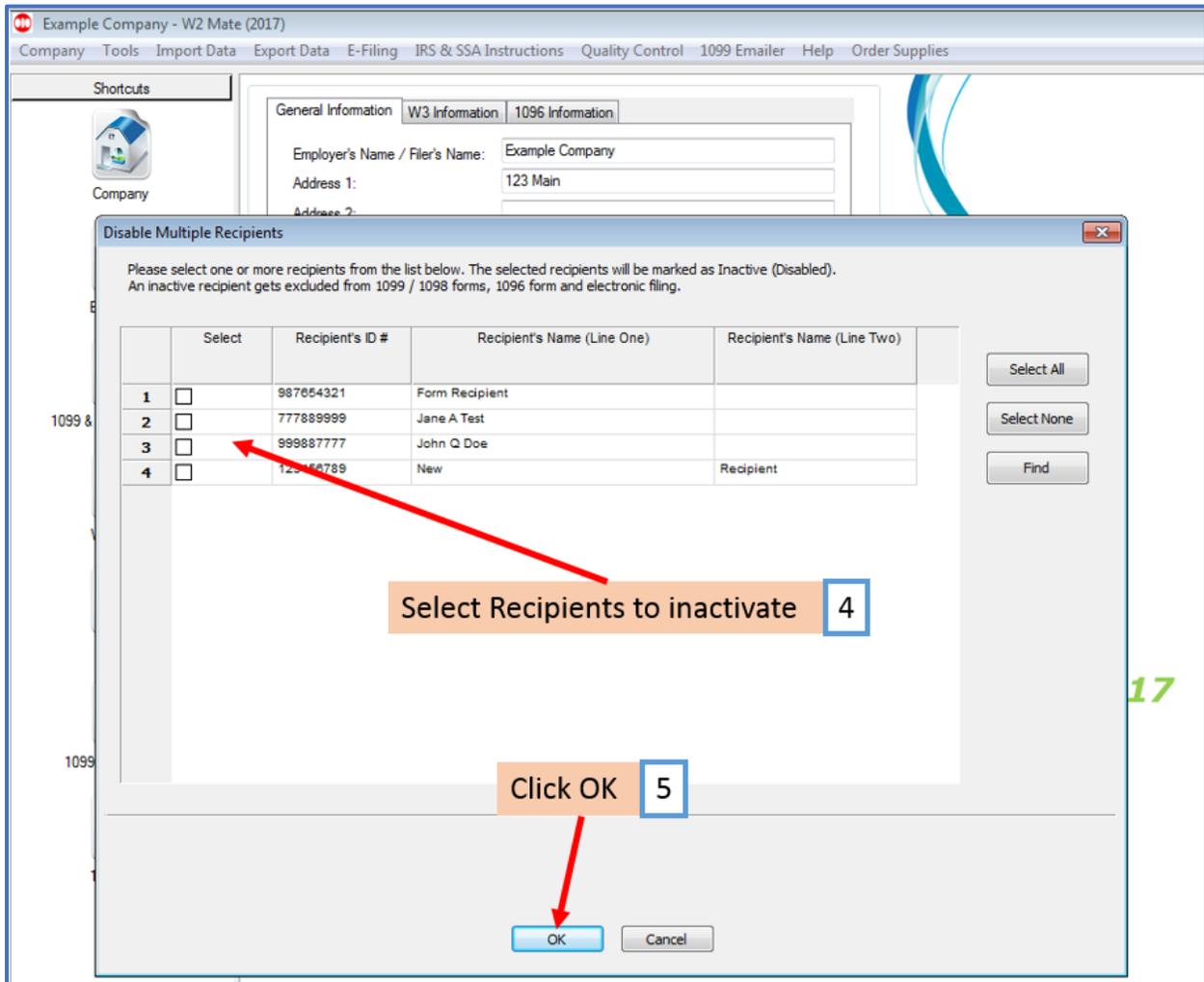
Make sure you have the correct Company open inside W2 Mate

1. Click Tools
2. Select Other Recipient/1099 Tools
3. Select Make Multiple 1099/1098 Recipients Inactive (Disable)



4. Select recipients you wish to make inactive

5. Click OK



## 6. 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 shows a form with tabs for "General Information", "W3 Information", and "1096 Information". The "W3 Information" tab is active, showing fields for Employer's Name / Filer's Name (Example Company), Address 1 (123 Main), Address 2, City (Chicago), State (IL), ZIP or Postal Code (60605), and Country (United States). A "Click Yes" callout with a circled "6" points to the "Yes" button in a dialog box. The dialog box, titled "W2 Mate (2017)", contains a warning icon and the text: "You are about to mark these recipients as Inactive (Disabled). Are you sure you want to continue?". Below the dialog box, there are "Yes" and "No" buttons. A red arrow points from the "Click Yes" callout to the "Yes" button. The background of the software interface features a blue and green wave graphic and the text "W2 MATE 2017".

## 7. Click OK

The screenshot shows the W2 Mate (2017) software interface. The main window displays a table of recipients with the following data:

	Identification Number	Name (Line One)	Name (Line Two)	Account Number
1	987654321	Form Recipient		
2	777889999	Jane A Test		
3	999887777	John Q Doe		
4	123456789	New	Recipient	

An error dialog box titled "W2 Mate (2017)" is overlaid on the table, displaying a warning icon and the message "Recipients have been marked as Inactive." with an "OK" button. A red arrow points from a callout box labeled "Click OK" and the number "7" to the "OK" button.