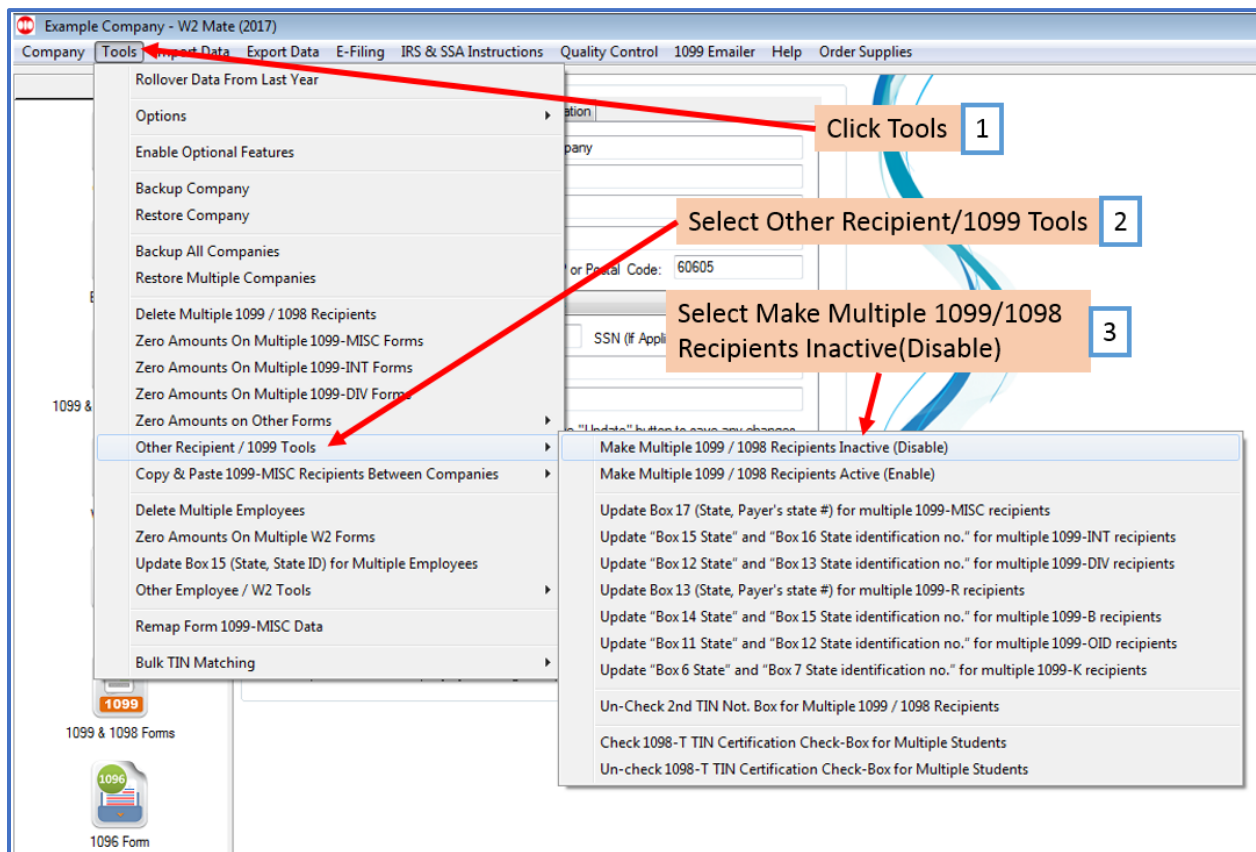


How to Make Multiple 1099/1098 Recipients Inactive

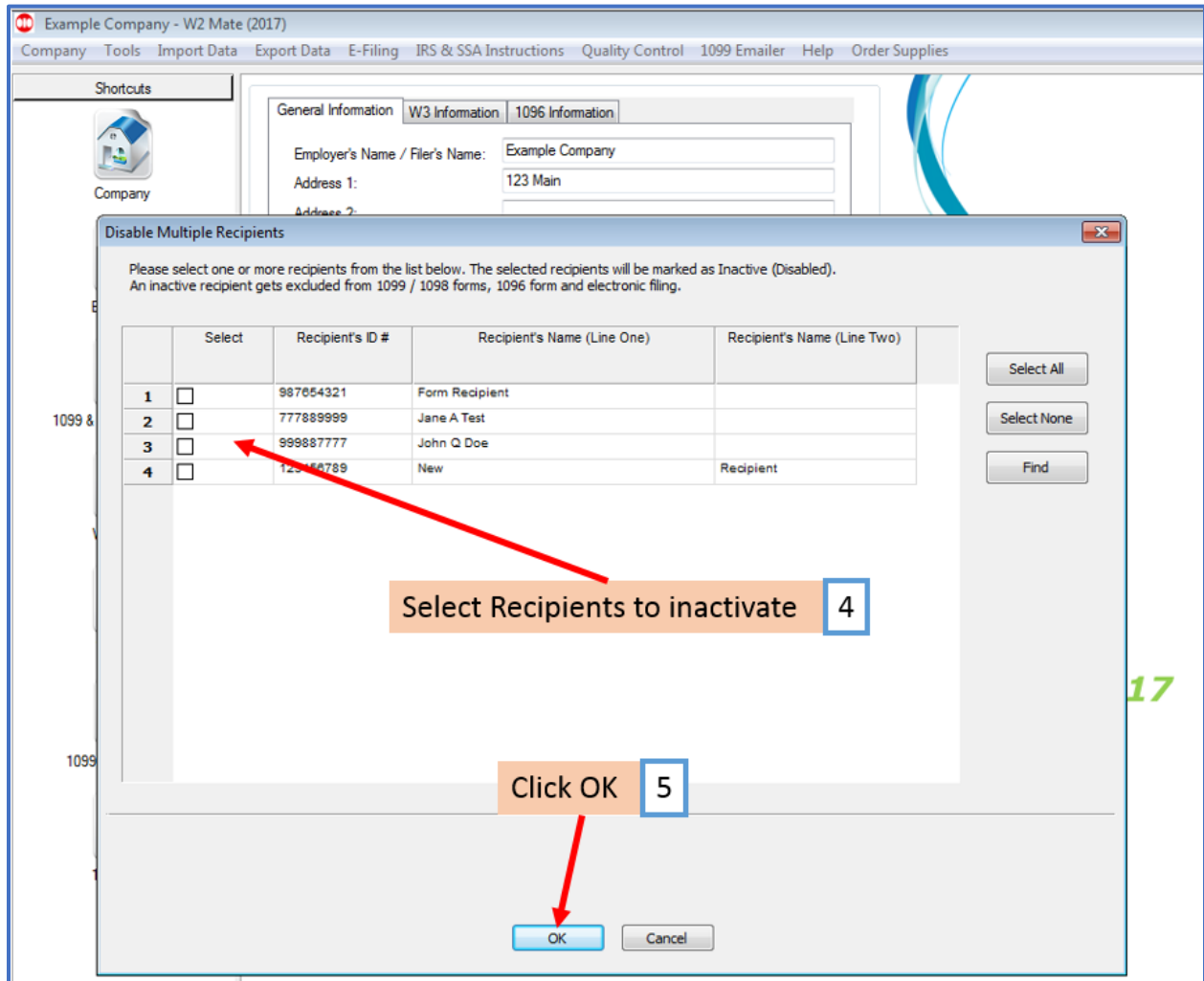
Make sure you have the correct Company open inside W2 Mate

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

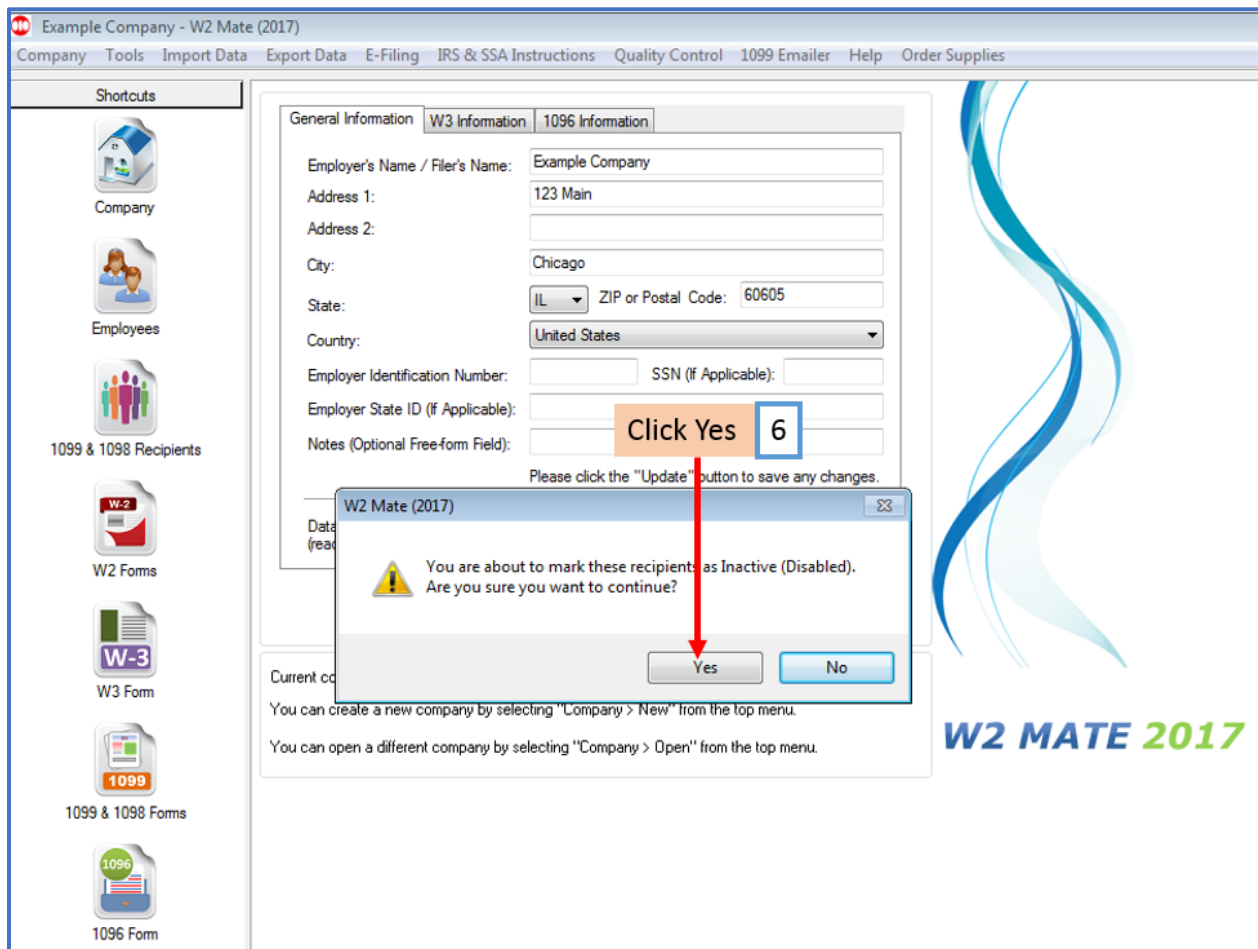


4. Select recipients you wish to make inactive

5. Click OK



6. Click Yes



7. Click OK

