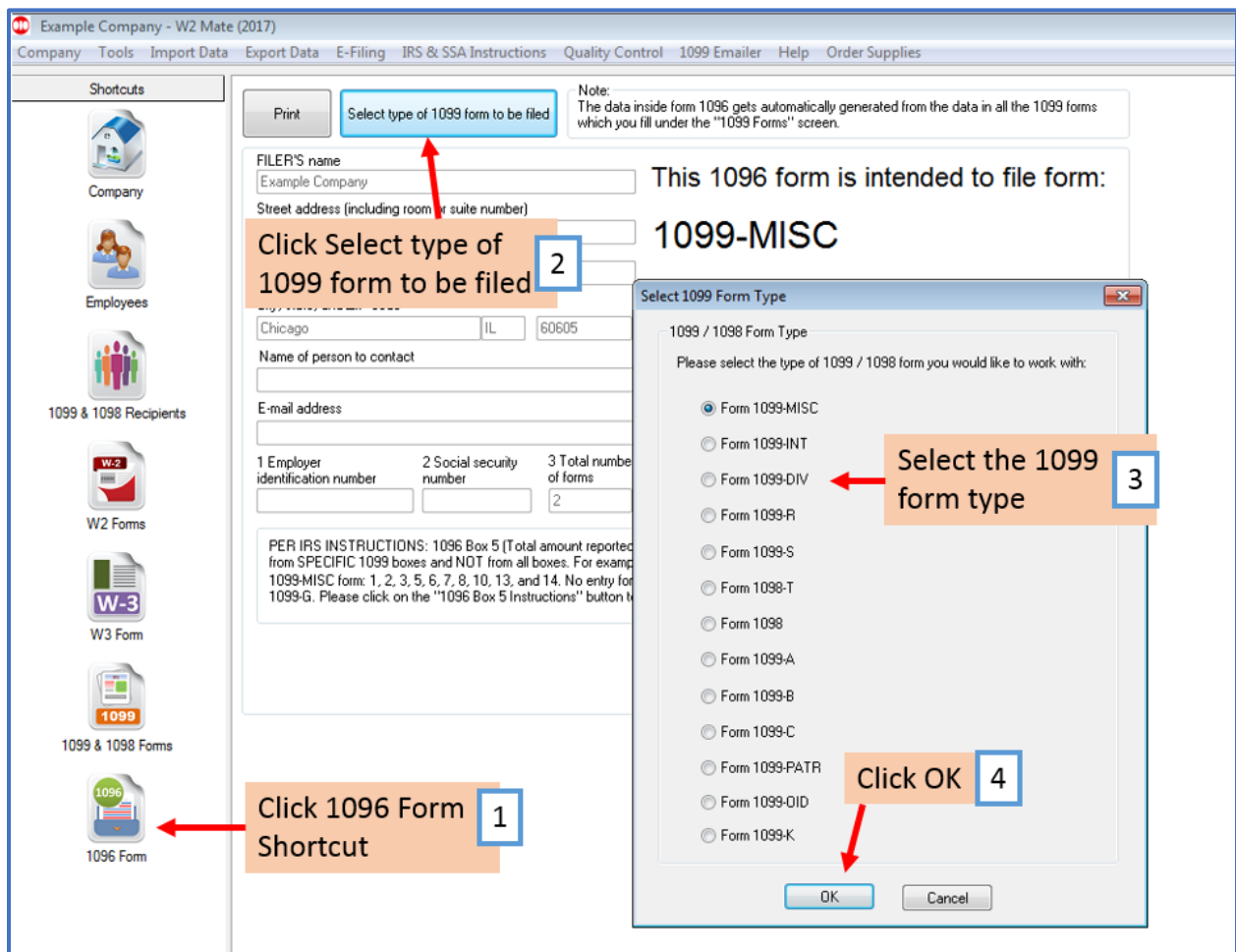


How to Modify Values on a 1096 Form

Note: Real Business Solutions is confident in our W2 Mate calculations. However, W2 Mate does allow you to modify the calculations on form 1096.

Make sure you have the correct Company open inside W2 Mate

1. Click 1096 Form from the Shortcuts menu
2. Click Select Type of 1099/1098 form to be filed
3. Select the type of 1099/1098 form you would like to work with
4. Click OK



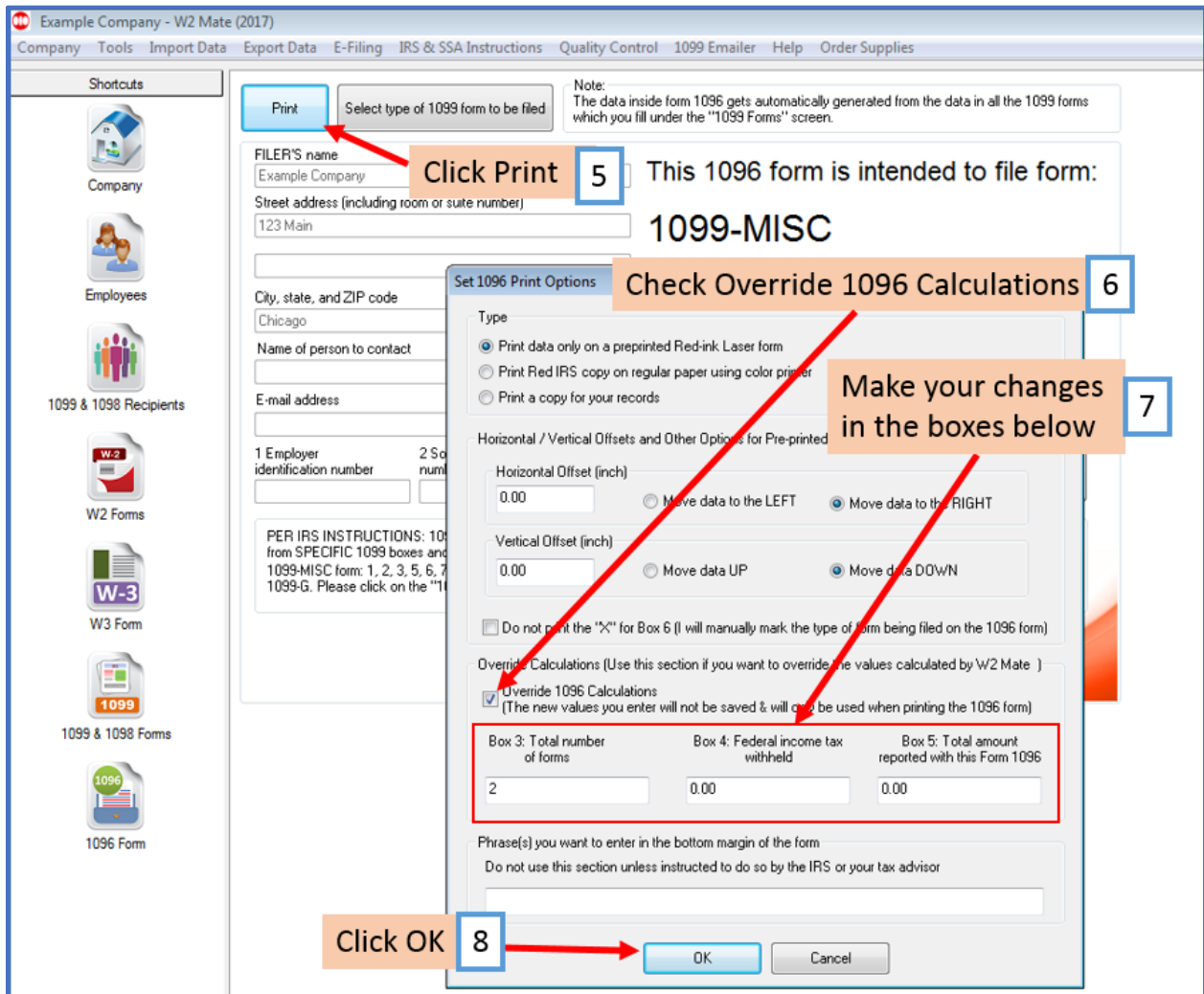
5. Click Print

6. Check Override 1096 Calculations

Note: The new values entered will not be saved

7. Edit Box 3, Box 4, and Box 5 as needed

8. Click OK



9. Verify the printer and Click OK to print the 1096 form data on the RED Pre-printed IRS form

The screenshot shows the W2 Mate software interface for 'Example Company - W2 Mate (2017)'. The main window displays a form for printing a 1099-MISC form. The form fields include: FILER'S name (Example Company), Street address (123 Main), City, state, and ZIP (Chicago), Name of person to (), E-mail address (), and 1 Employer identification number (). A note at the top right states: 'Note: The data inside form 1096 gets automatically generated from the data in all the 1099 forms which you fill under the "1099 Forms" screen.' The form is intended to be filed as '1099-MISC'. A 'Print' dialog box is open, showing the printer 'Microsoft XPS Document Writer' with a status of 'Ready'. The print range is set to 'All' pages from 1 to 1. The number of copies is set to 1. A red arrow points from the text 'Click OK 9' to the 'OK' button in the print dialog box. The left sidebar contains shortcuts for Company, Employees, 1099 & 1098 Recipients, W2 Forms, W3 Form, 1099 & 1098 Forms, and 1096 Form.