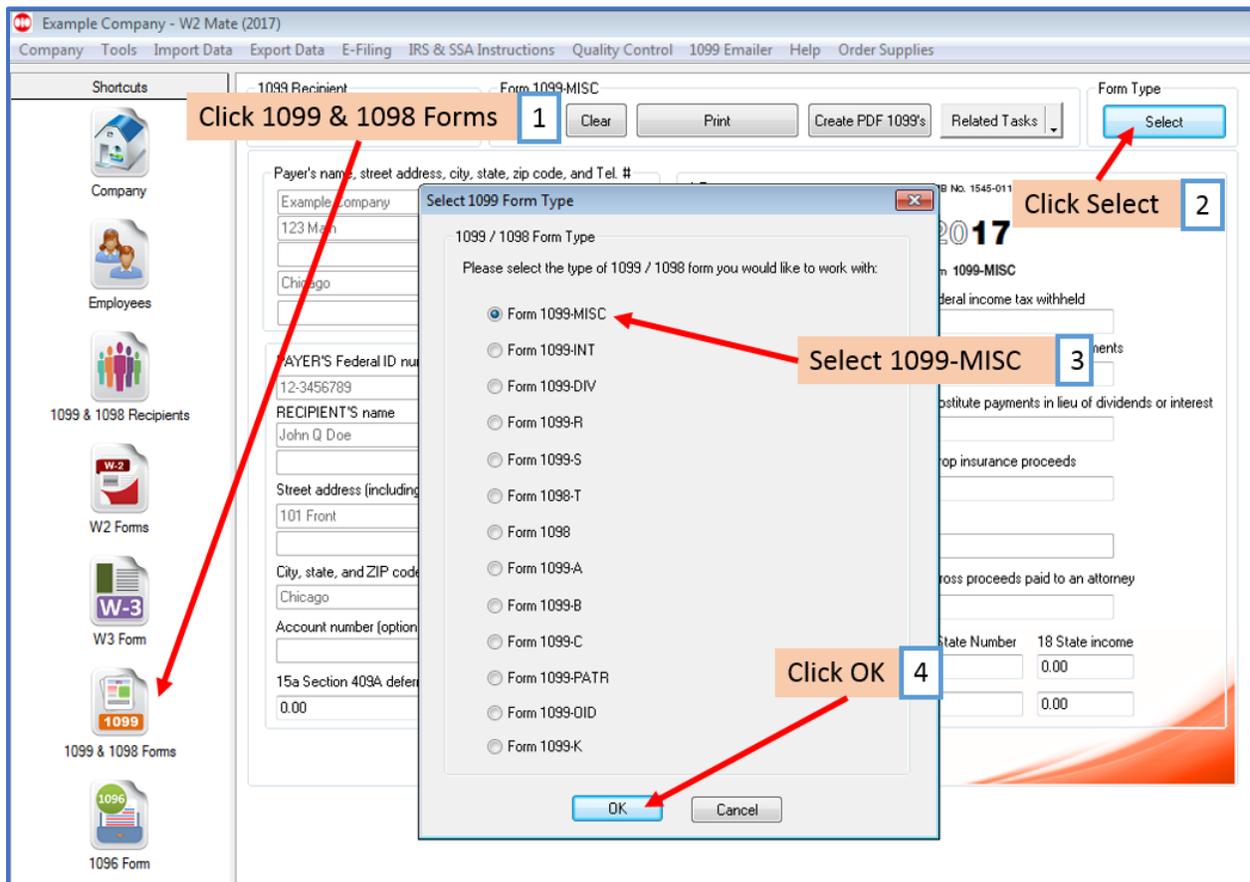


How to Print 1099-MISC Copy A Form

Note: W2 Mate will print the data on Red Pre-Printed IRS 1099-MISC Copy A Form

Make sure you have the correct Company open inside W2 Mate

1. Click 1099 & 1098 Forms from Shortcuts
2. Click Select under Form Type
3. Select 1099-MISC from list
4. Click OK



5. Click Print

Example Company - W2 Mate (2017)

Company Tools Import Data Export Data E-Filing IRS & SSA Instructions Quality Control 1099 E-mailer Help Order Supplies

Shortcuts

- Company
- Employees
- 1099 & 1098 Recipients
- W2 Forms
- W3 Form
- 1099 & 1098 Forms
- 1096 Form

1099 Recipient Form 1099-MISC

Select Next Previous Save Clear **Print** Create PDF 1099's Related Tasks Form Type Select

Payer's name, street address, city, state, zip code, and Tel. #

Example Company
123 Main
Chicago IL 60605

PAYER'S Federal ID number 12-3456789 RECIPIENT'S ID number 999887777

RECIPIENT'S name John Q Doe

Street address (including apt. no.) 101 Front

City, state, and ZIP code Chicago IL 60605

Account number (optional) FATCA Filing REQ 2nd TIN not.

15a Section 409A deferrals 0.00 15b Section 409A income 0.00

1 Rents 0.00
3 Other income 0.00
5 Fishing boat proceeds 0.00
7 Nonemployee compensation 0.00
9 Payer made direct sales of \$5,000 or more of consumer products to a buyer for resale
11 0.00
13 Excess golden parach. 0.00
16 State tax withheld 0.00
17 State / Payer's State Number
18 State income 0.00

OMB No. 1545-0115
2017
Form 1099-MISC

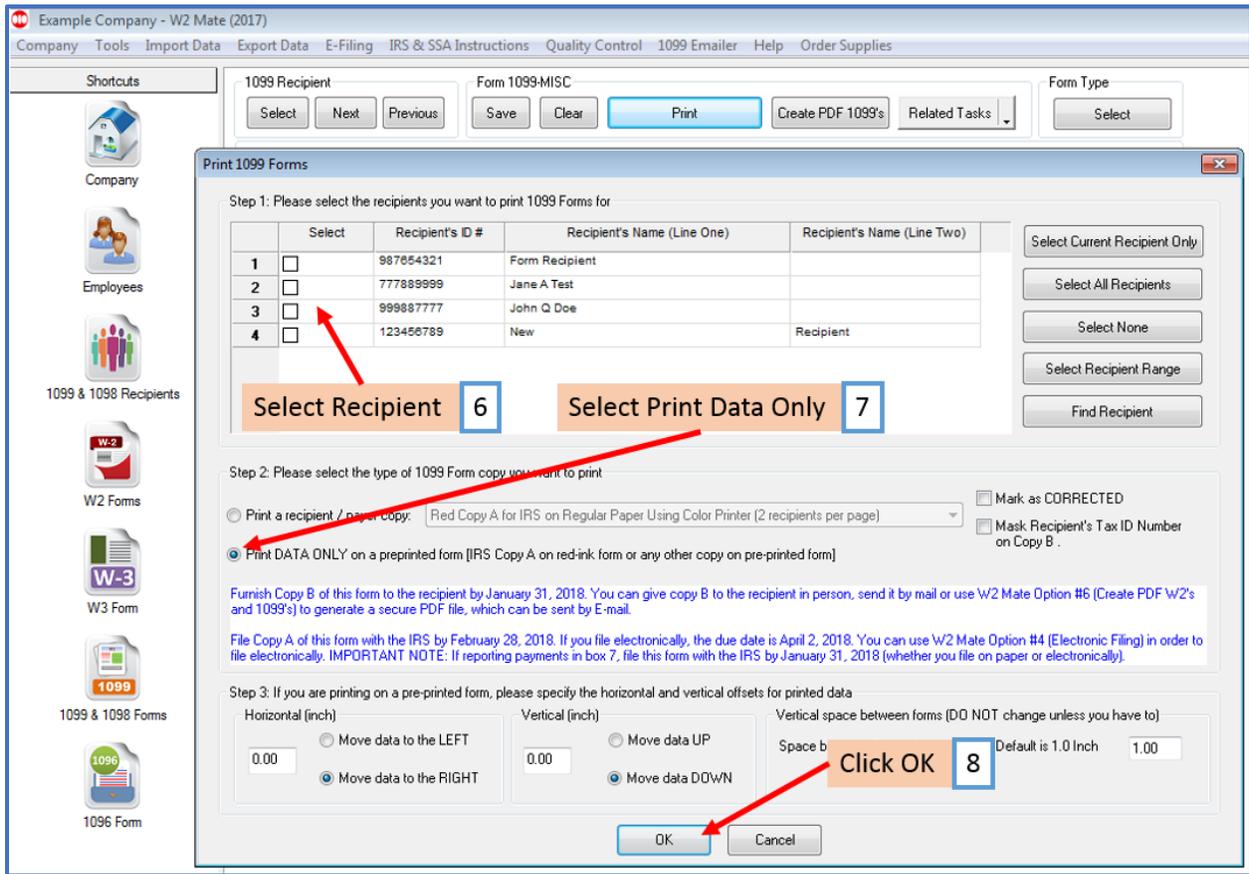
4 Federal income tax withheld 0.00
6 Medical and health care payments 0.00
8 Substitute payments in lieu of dividends or interest 0.00
10 Crop insurance proceeds 0.00
14 Gross proceeds paid to an attorney 0.00

Click Print 5

6. Select the recipient(s) to print

7. Select Print DATA ONLY

8. Click OK



9. Select printer

10. Click OK

