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

Example Company - W2 Mate	e (2017)			
Company Tools Import Data	export Data E-Filing IRS ∂	& SSA Instructions Quality Control	1099 Emailer Help Order Supplies	
Shortcuts	1099 Recipient	Form 1099-MISC		Form Type
Clie	ck 1099 & 1098 F	orms 1 Clear	Print Create PDF 1099's	Related Tasks
14	Downloan and a start attack	- city state air and a sud Tal #		
Company	Example company	s, city, state, zip code, and Tel. #		No. 1545-011 Click Salact
	123 Man	1000 / 1000 Ferry Tures		
		Places select the type of 1099 / 1099	form you would like to work with:	
	Chicago	Flease select the type of 10557 1056	Tohin you would like to work with.	n 1099-MISC
Employees		Form 1099-MISC		
	AYEB'S Federal ID nu	Form 1099-INT	Select 1099	-MISC 3 nents
THE	12-3456789	Form 1099-DIV	501000 1055	
1099 & 1098 Recipients	RECIPIENT'S name	Form 1099-R	Þ	stitute payments in lieu of dividends or interest
	John Q Doe	Form 1099-S		on insurance proceeds
W-2	Street address (including	Cerr 1099 T		
W2 Forme	101 Front	0 Folin 1036-1		
W2Tomis		Form 1098		
	City, state, and ZIP code	Form 1099-A	r	oss proceeds paid to an attorney
W-3	Chicago	Form 1099-B		
W3 Form	Account number (option	Form 1099-C	6	tate Number 18 State income
	15a Section 409A defen	Form 1099-PATR	Click OK 4	0.00
1099	0.00	Form 1099-0ID		0.00
1099 & 1098 Forms		Form 1099-K		
1096		ОК	Cancel	
1096 Form				

5. Click Print



6. Select the recipient(s) to print

7. Select Print DATA ONLY

8. Click OK

Shortcuts	1099 Recipient	For	Form 1099-MISC		Form Type	
	Select Next	t Previous S	ave Clear Print	Create PDF 1099's Related Tasks	s 🔪 Select	
Pr Pr	rint 1099 Forms					
Company	Step 1: Please select th	he recipients you want to	print 1099 Forms for			
♣	Select	Recipient's ID #	Recipient's Name (Line One)	Recipient's Name (Line Two)	Select Current Recipient Only	
<u> </u>	1	987654321	Form Recipient		Select All Recipients	
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099 & 1098 Recipients	Select Re	cipient 6	Select Print Data	Only 7	Find Recipient	
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9. Select printer

10. Click OK

Shortcuts	1099 Recipient Form 1099-MISC For					
10	Select Next Previous	Save Clear	Print	Create PDF 1099's	Related Tasks	Select
	Payer's name, street address, cit	y, state, zip code, and Tel. #		1		
Company	Example Company	1 Hents OMB No. 1545-0115				
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