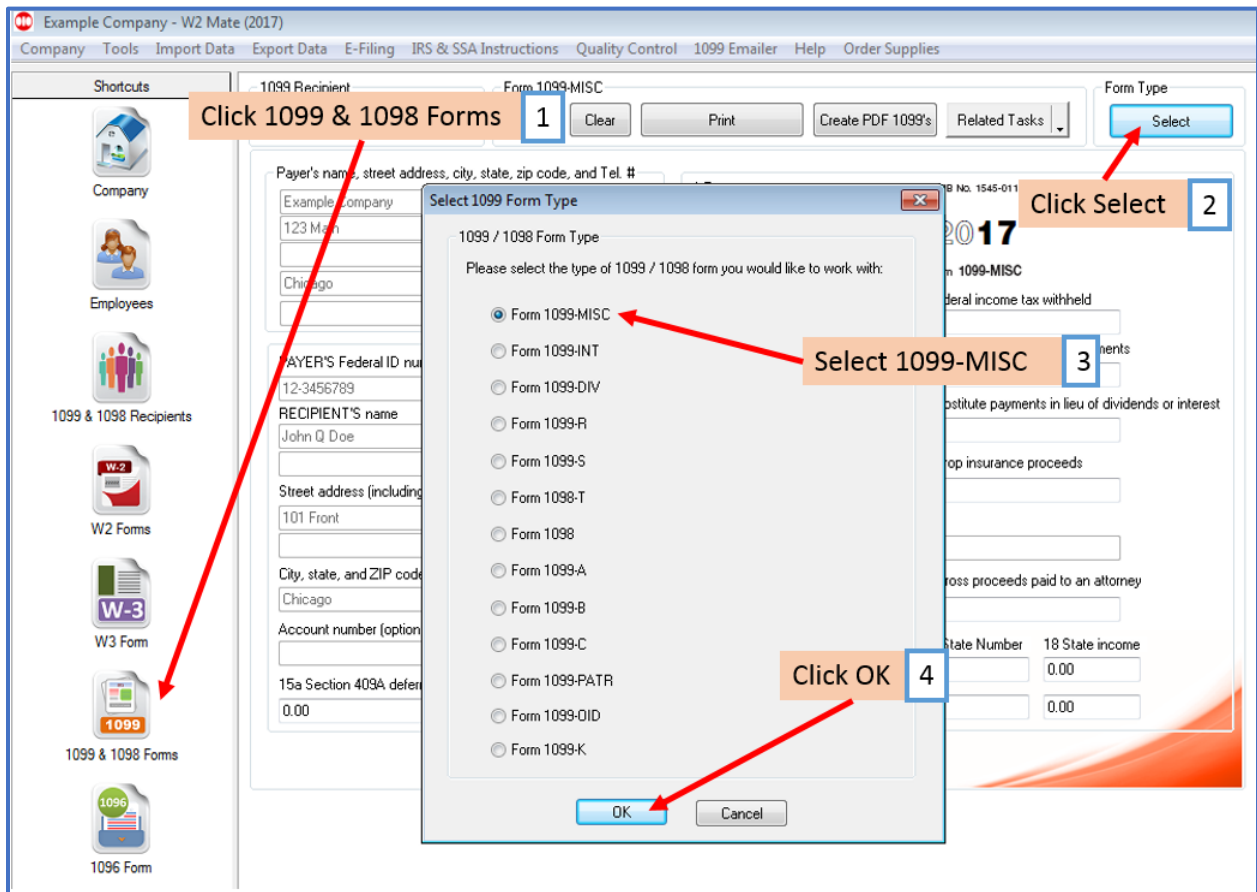


How to Print 1099-MISC Recipient Forms

Note: W2 Mate will print all recipient copies of Form 1099-MISC on pre-printed forms or on blank paper

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 Form 1099-MISC
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 Emailer 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 0.00
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 which recipient copy to print

Note: To print a Recipient/Payer copy on blank paper select the copy to print from the drop-down menu

To print data on a Pre-Printed form use the Print DATA Only selection for all copies of Pre-Printed forms

8. Click OK

Example Company - W2 Mate (2017)

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

Shortcuts

Company

Employees

1099 & 1098 Recipients

W2 Forms

W3 Form

1099

1099 & 1098 Forms

1096 Form

1099 Recipient Form 1099-MISC Form Type

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

Print 1099 Forms

Step 1: Please select the recipients you want to print 1099 Forms for

	Select	Recipient's ID #	Recipient's Name (Line One)	Recipient's Name (Line Two)
1	<input type="checkbox"/>	987654321	Form Recipient	
2	<input type="checkbox"/>	777889999	Jane A Test	
3	<input type="checkbox"/>	999887777	John Q Doe	
4	<input type="checkbox"/>	123456789	New	Recipient

Select Current Recipient Only

Select All Recipients

Select None

Select Recipient Range

Find Recipient

Step 2: Please select the type of 1099 Form copy you want to print

Print a recipient / payer copy: Copy B + Copy B Instructions (Easy fold & mail, 1 recipient per page, Most popular)

Print DATA ONLY on a preprinted form (IRS Copy A on red-ink form or any other copy on pre-printed form)

Mark as CORRECTED

Mask Recipient's Tax ID Number on Copy B.

Furnish Copy B of this form to the recipient by January 31, 2018. You can give copy B to the recipient in person, send it by mail or use W2 Mate Option #6 (Create PDF W2's and 1099's) to generate a secure PDF file, which can be sent by E-mail.

File Copy A of this form with the IRS by February 28, 2018. If you file electronically, the due date is April 2, 2018. You can use W2 Mate Option #4 (Electronic Filing) in order to file electronically. IMPORTANT NOTE: If reporting payments in box 7, file this form with the IRS by January 31, 2018 (whether you file on paper or electronically).

Step 3: If you are printing on a pre-printed form, please specify the horizontal and vertical offsets for printed data

Horizontal (inch) Vertical (inch) Vertical space between forms (DO NOT change unless you have to)

0.00 Move data to the LEFT 0.00 Move data UP

Move data to the RIGHT Move data DOWN

Space between forms Default is 1.0 Inch 1.00

Click OK 8

OK Cancel

9. Select printer

10. Click OK

