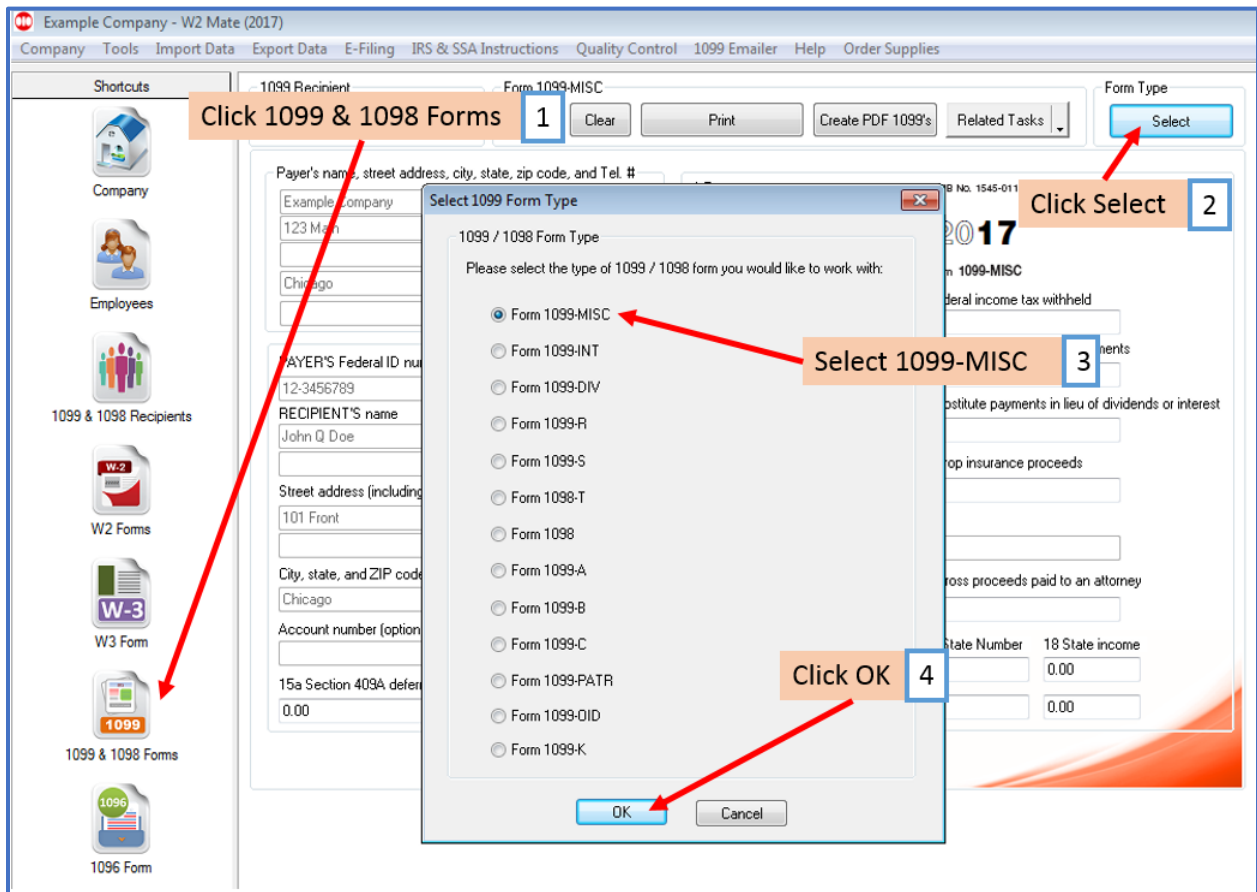# How to Print 1099-MISC Recipient Forms

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

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

9. Select printer

10. Click OK