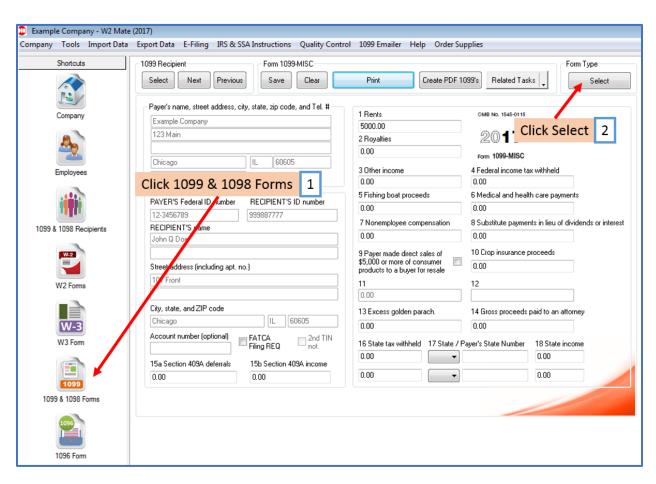
How to Print Corrected 1099 and 1098 Forms

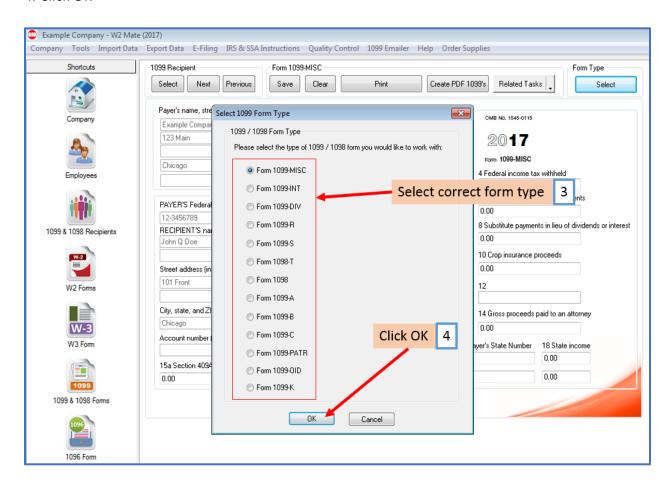
Make sure you have the correct Company open inside W2 Mate

- 1. Go to 1099 & 1098 Forms in Shortcuts
- 2. Click Select under Form Type

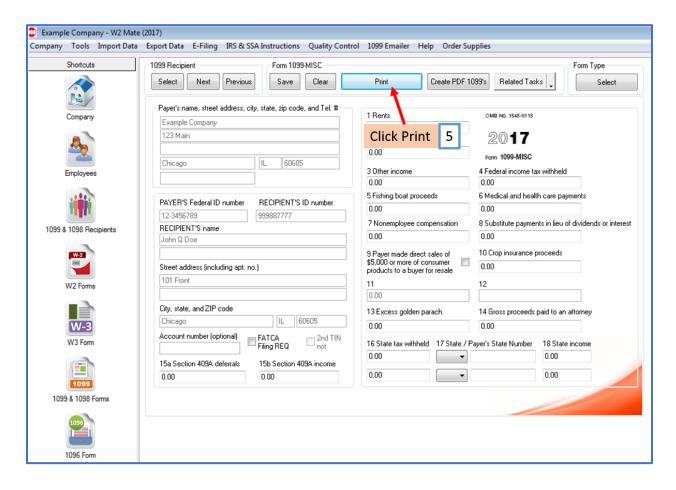


3. Select correct form type

4. Click OK



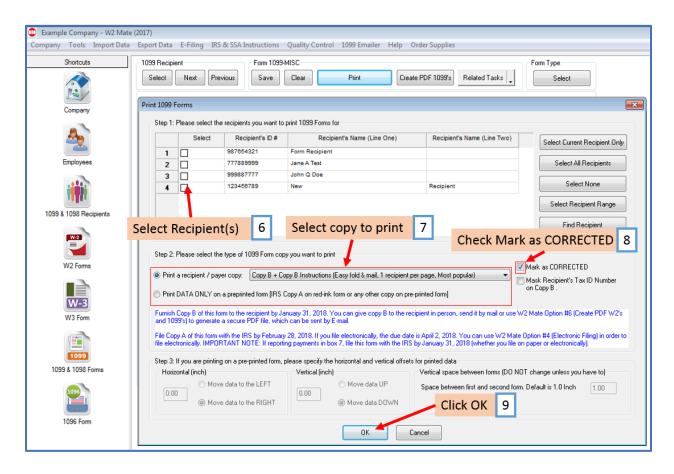
5. Click Print



- 6. Select the Recipient(s) for whom you want to print a corrected form
- 7. Select the correct Copy to print

Note: To print a Recipient/Payer copy select the copy to print from the drop-down menu To print data on a Pre-Printed form use the Print DATA Only for any Pre-Printed form

- 8. Check the box Mark as Corrected
- 9. Click OK



10. Select printer

11. Click OK

