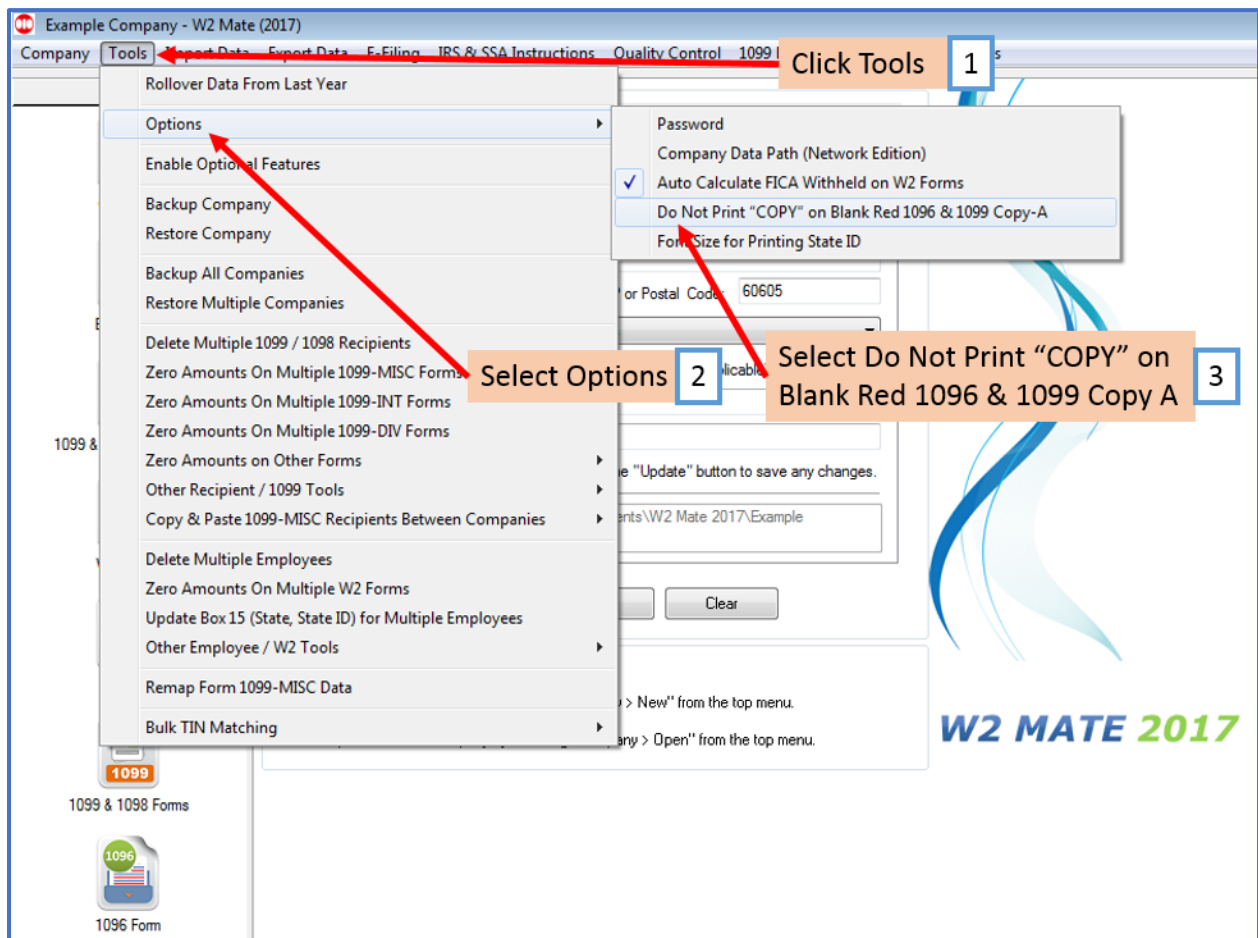


How to Remove “COPY” from 1099 and 1096 Forms

Make sure you have the correct Company open inside W2 Mate

1. Go to Tools
2. Select Options
3. Select Do Not Print “COPY” on Blank Red 1096 & 1099 Copy A



4. Click Yes

The screenshot displays the W2 Mate 2017 software interface. The main window is titled "Example Company - W2 Mate (2017)" and features a menu bar with options: Company, Tools, Import Data, Export Data, E-Filing, IRS & SSA Instructions, Quality Control, 1099 E-mailer, Help, and Order Supplies. On the left, a "Shortcuts" sidebar lists icons for Company, Employees, 1099 & 1098 Recipients, W2 Forms, W3 Form, 1099 & 1098 Forms, and 1096 Form. The main content area has three tabs: "General Information", "W3 Information", and "1096 Information". The "General Information" tab is active, showing fields for Employer's Name / Filer's Name (Example Company), Address 1 (123 Main), Address 2, City (Chicago), State (IL), ZIP or Postal Code (60605), Country (United States), Employer Identification Number (12-3456789), and SSN (if Applicable). A modal dialog box titled "W2 Mate (2017)" is overlaid on the form, containing a warning icon and the text: "Reminder: The IRS does not approve any software to print 1099 Copy A (Federal Copy) or 1096 form on blank paper. Are you sure you want to continue?". The dialog has "Yes" and "No" buttons. A red arrow points from a callout box labeled "Click Yes 4" to the "Yes" button. Below the dialog, the text reads: "Current company name is : Example Company", "You can create a new company by selecting 'Company > New' from the top menu.", and "You can open a different company by selecting 'Company > Open' from the top menu." The "W2 MATE 2017" logo is visible in the bottom right corner of the software window.