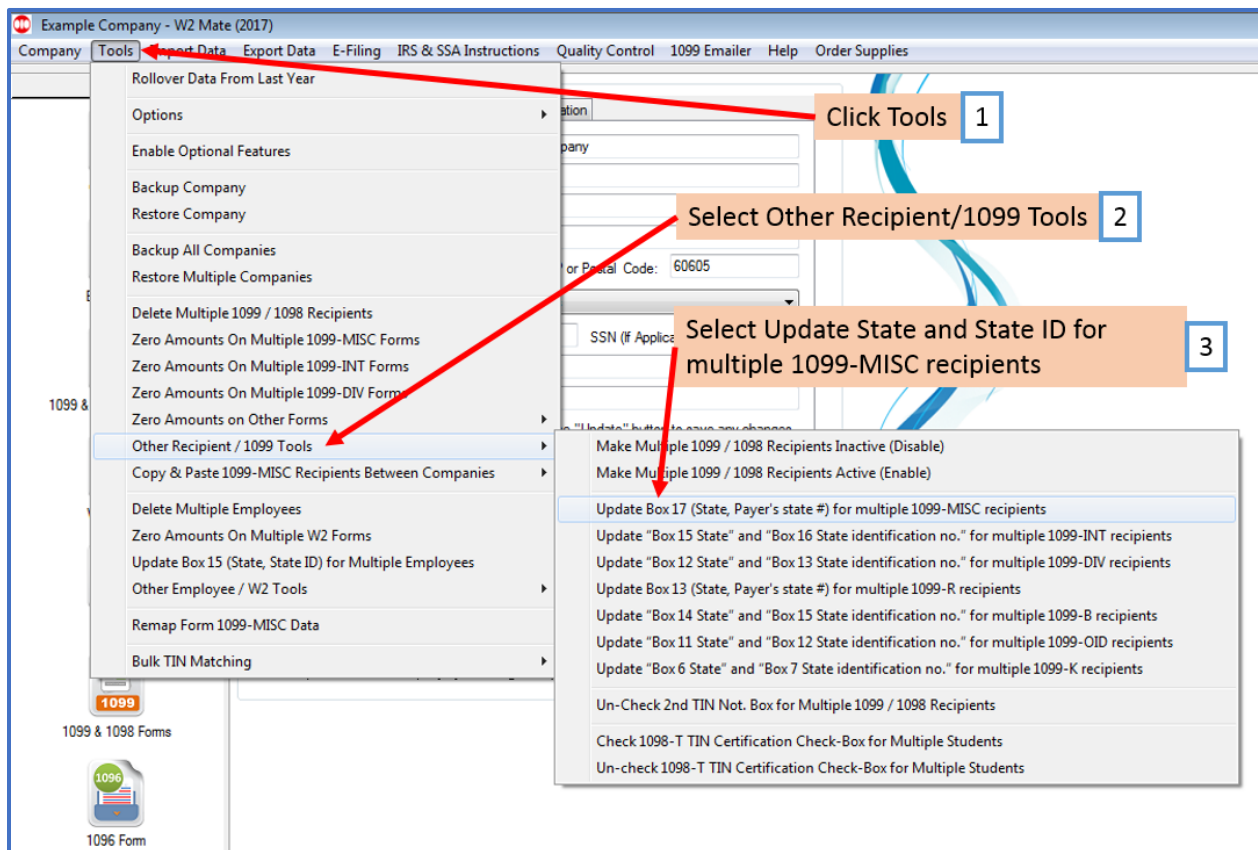


# How to Update State and State ID for Multiple 1099-MISC Recipients

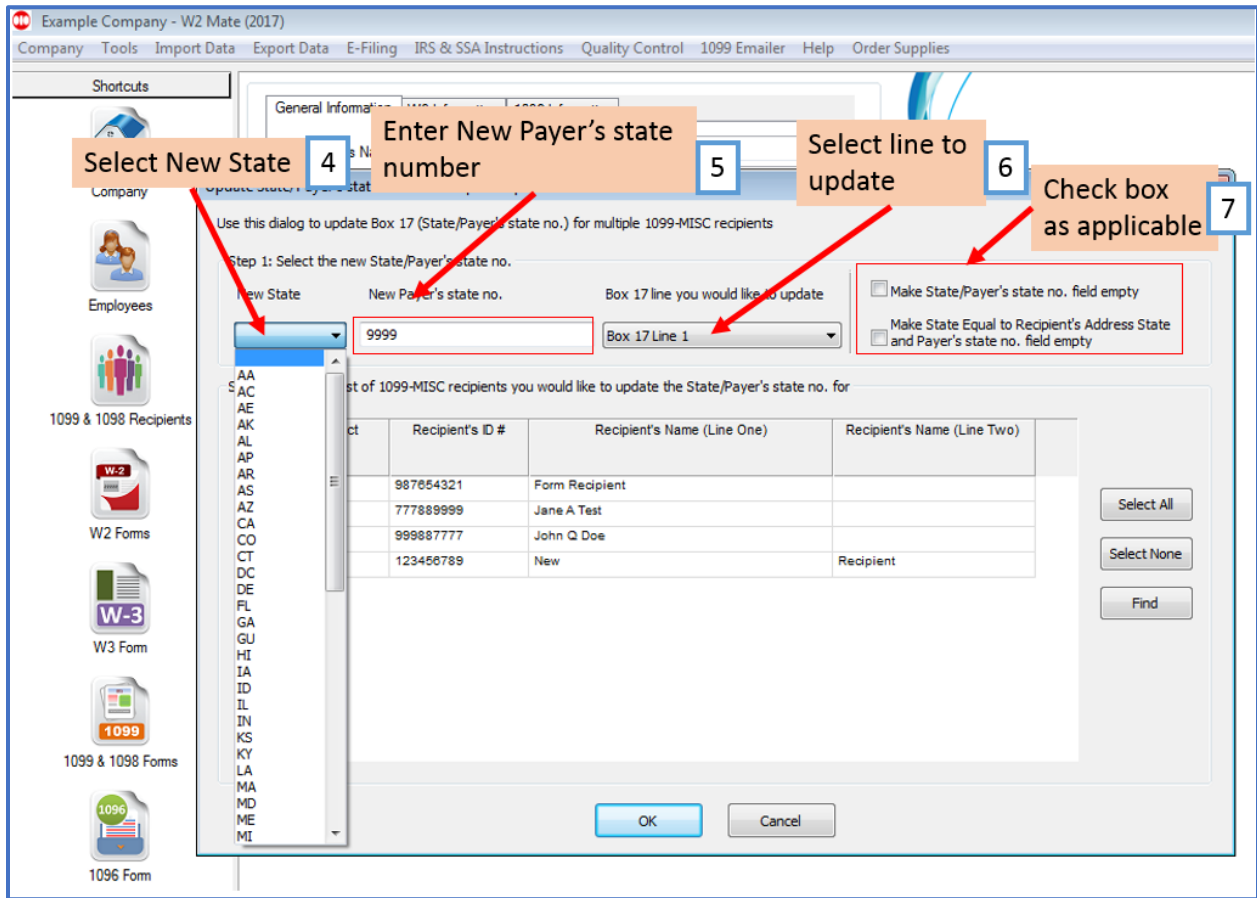
Make sure you have the correct Company open inside W2 Mate

1. Go to Tools
2. Select Other Recipient/1099 Tools
3. Select Update State and State ID for Multiple 1099-MISC recipients

Note: The Box numbers used on the form are subject to change from year to year

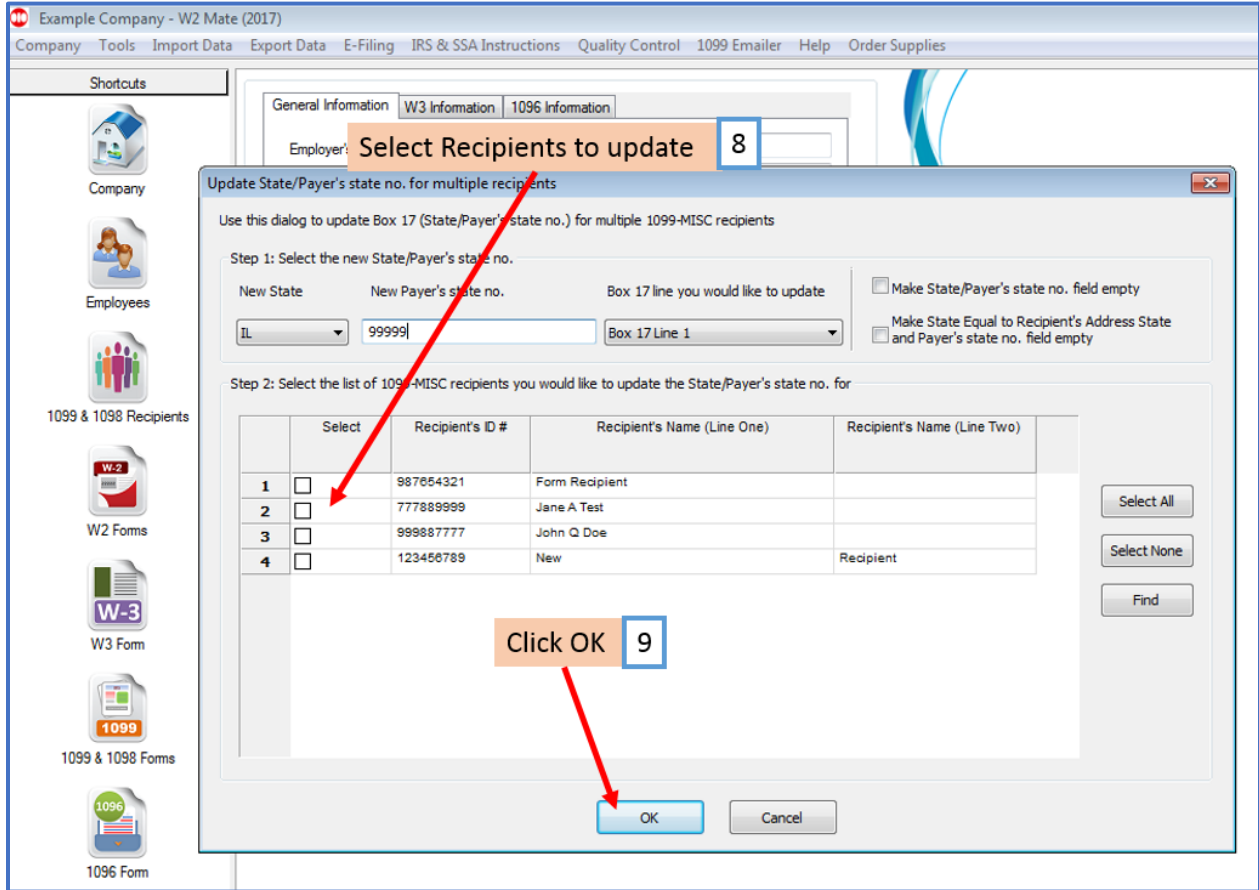


4. Select New State
5. Enter New Payer's State Number
6. Select Line from drop down
7. Check box as applicable



8. Select Recipients to update

9. Click OK



## 10. 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. A left sidebar contains "Shortcuts" for Company, Employees, 1099 & 1098 Recipients, W2 Forms, W3 Form, 1099 & 1098 Forms, and 1096 Form. The main content area has tabs for "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, and SSN (if Applicable). A modal dialog box titled "W2 Mate (2017)" is open, displaying an information icon and the message: "You are about to update State/Payer's state no. for 2 recipients. 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" and "10" to the "Yes" button. Below the dialog, the current company name is "Example Company", and instructions are provided for creating a new company or opening a different one. The "W2 MATE 2017" logo is visible in the bottom right corner of the software window.

## 11. Click OK

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. A left sidebar contains "Shortcuts" for Company, Employees, 1099 & 1098 Recipients, W2 Forms, W3 Form, 1099 & 1098 Forms, and 1096 Form. The main content area has tabs for "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, and SSN (if Applicable). A modal dialog box titled "W2 Mate (2017)" is open, displaying a yellow warning icon and the message: "The State/Payer's state no. for one or more recipients has been updated successfully." An "OK" button is visible at the bottom of the dialog. A red arrow points from a callout box labeled "Click OK" and "11" to the "OK" button. The "W2 MATE 2017" logo is in the bottom right corner. Below the dialog box, 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."