

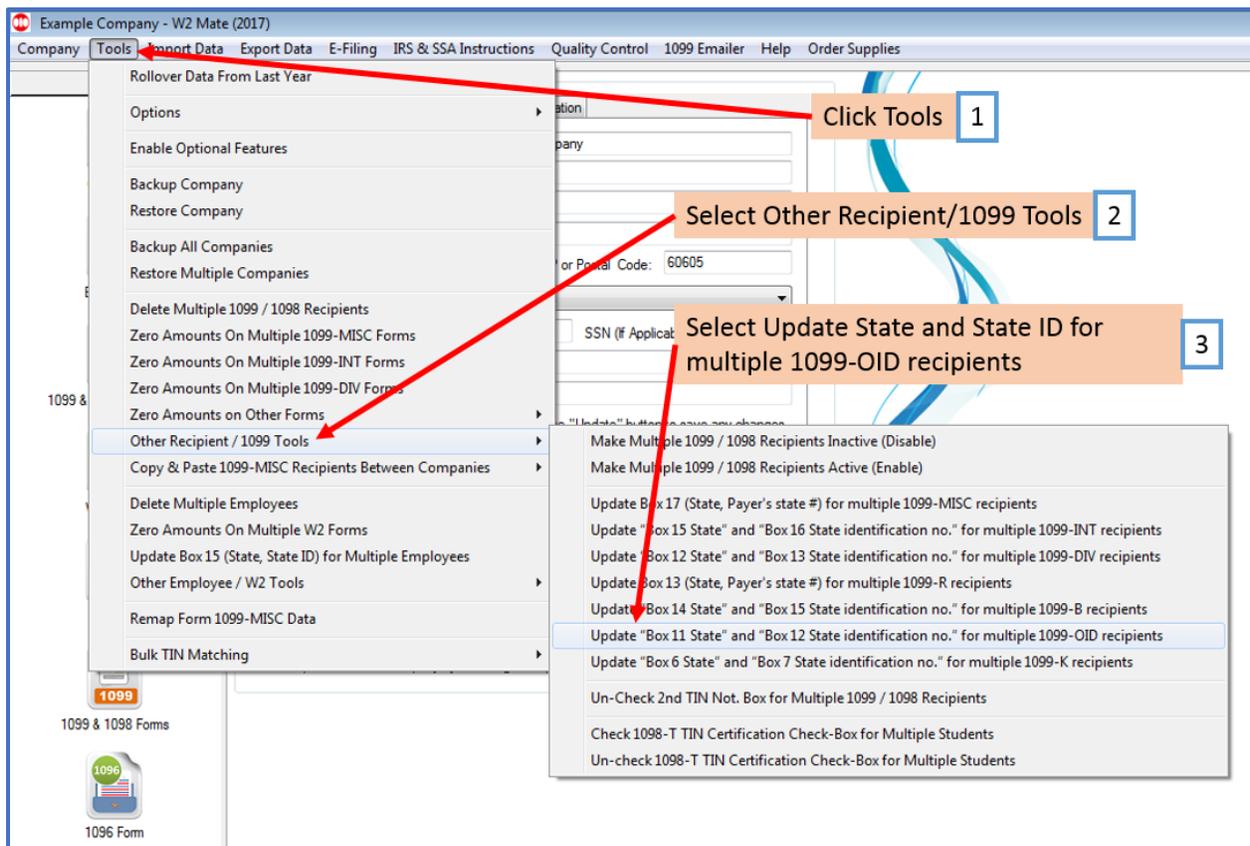
How to Update State and State ID for Multiple 1099-OID Recipients

Make sure you have the correct Company open inside W2 Mate

Note: In order to use this feature you must purchase and enable W2 Mate Option #5 for Additional 1099 forms

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

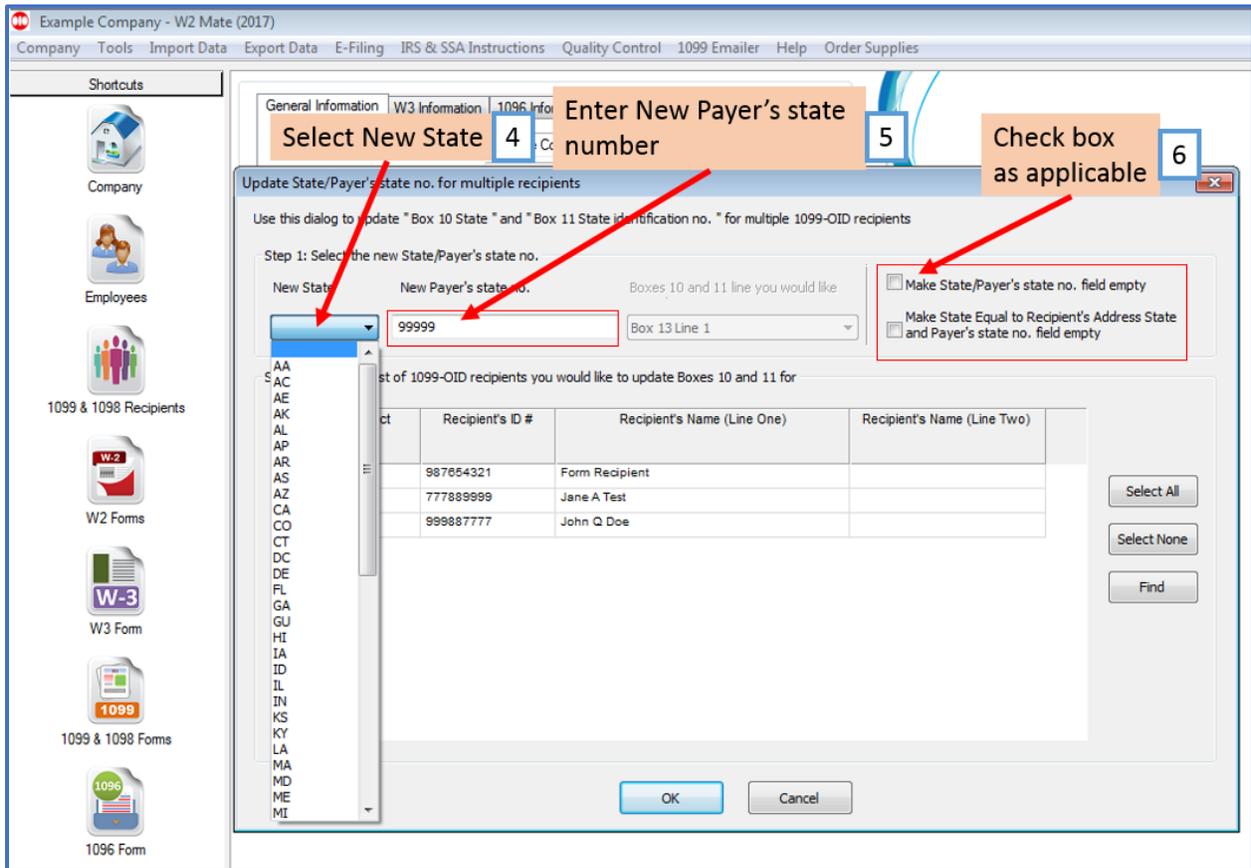
Note: The Box numbers used on the form are subject to change from year to year



4. Select New State from drop down menu

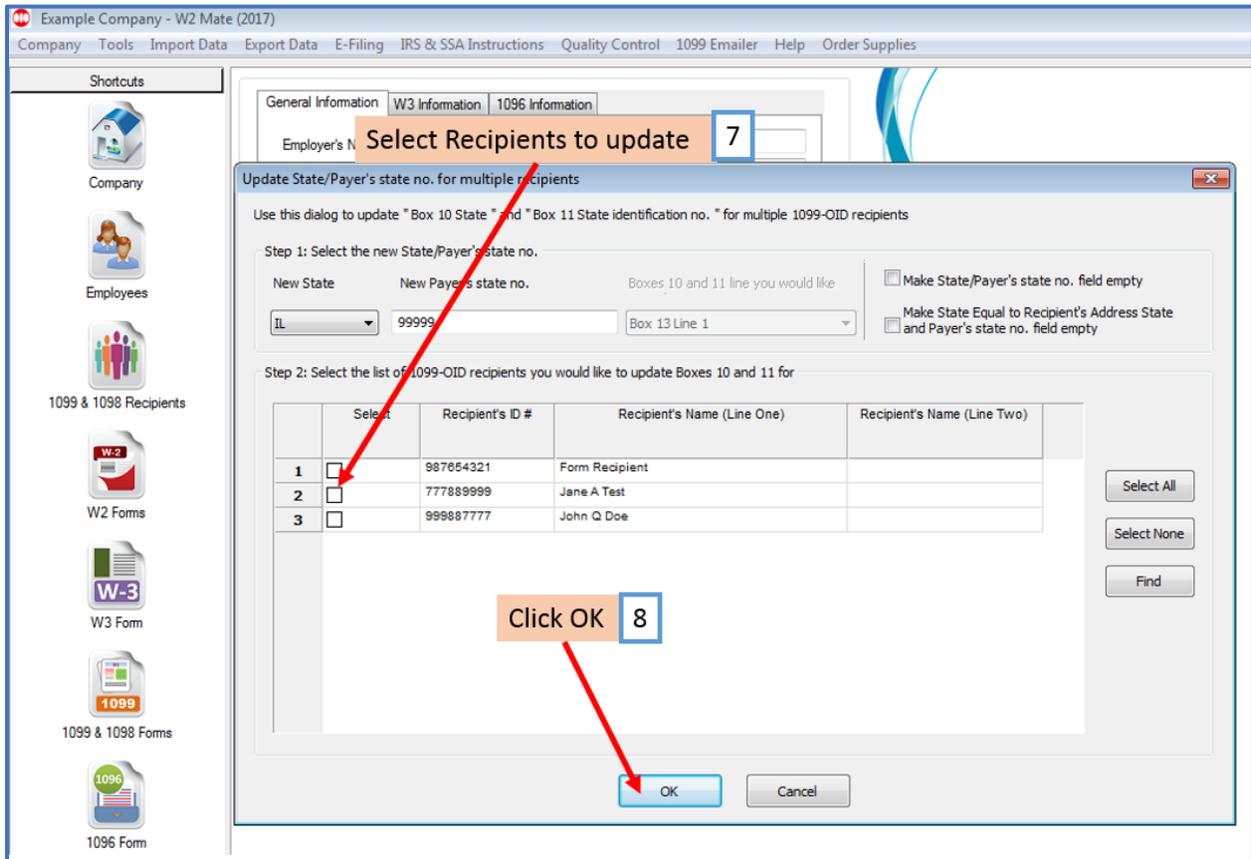
5. Enter New Payer's State Number

6. Check box as applicable



7. Select Recipients to update

8. Click OK



9. 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 Emailer, 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), and Country (United States). A modal dialog box titled "W2 Mate (2017)" is overlaid, containing an information icon and the text: "You are about to update 'Box 10 State' and 'Box 11 State identification no.' for multiple 1099-OID recipients. Are you sure you want to continue?". Below the text are "Yes" and "No" buttons. A red arrow points from a callout box labeled "Click Yes" to the "Yes" button. The callout box also contains the number "9". Below the dialog box, there are "Update", "Reset", and "Clear" buttons. At the bottom of the main window, it states "Current company name is : Example Company" and provides instructions for creating a new company or opening a different one.

Click Yes 9

W2 MATE 2017

10. Click OK

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