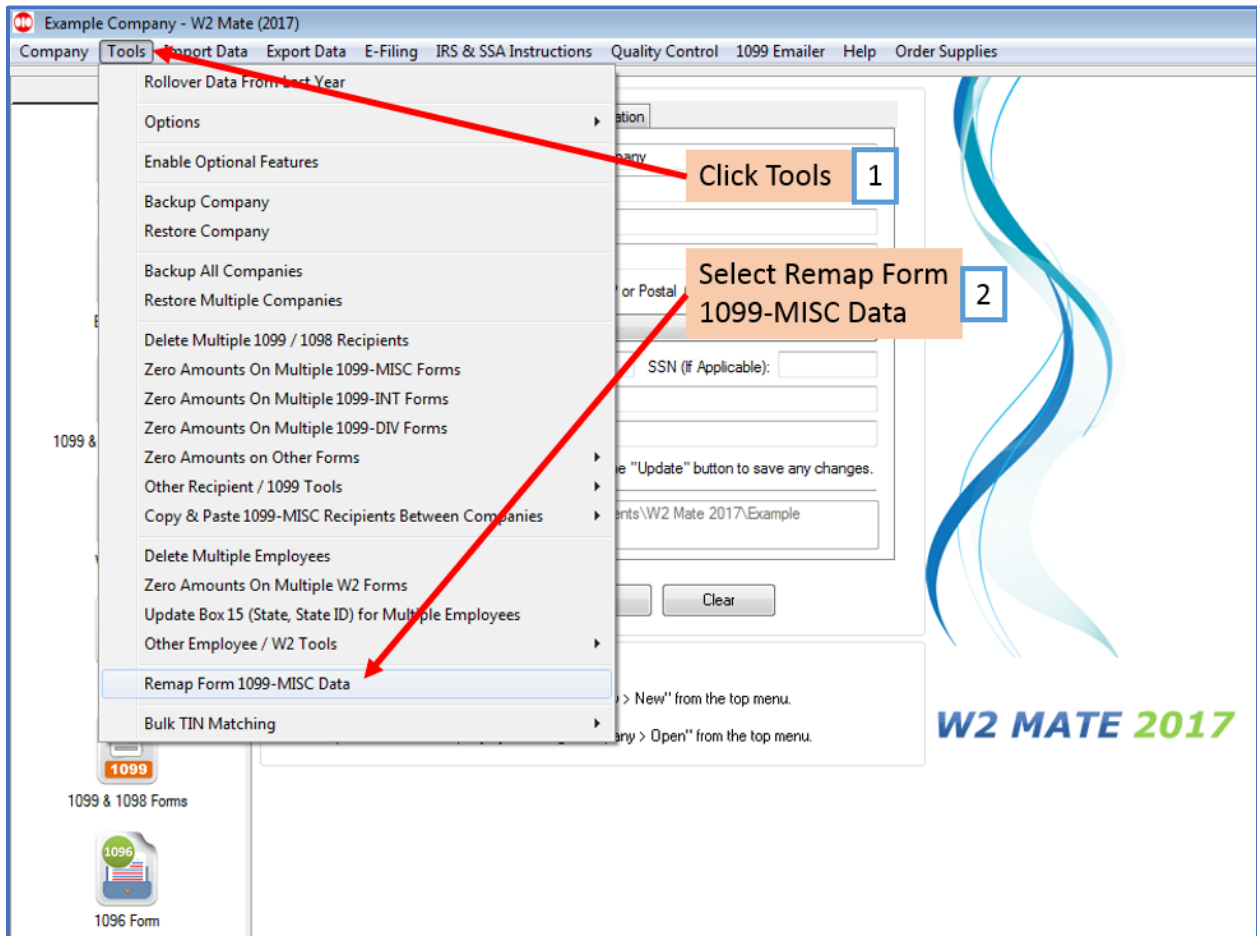# How to Use 1099-MISC Remap Tool in W2 Mate

Make sure you have the correct Company open inside W2 Mate

1. Click Tools

2. Select Remap Form 1099-MISC Data

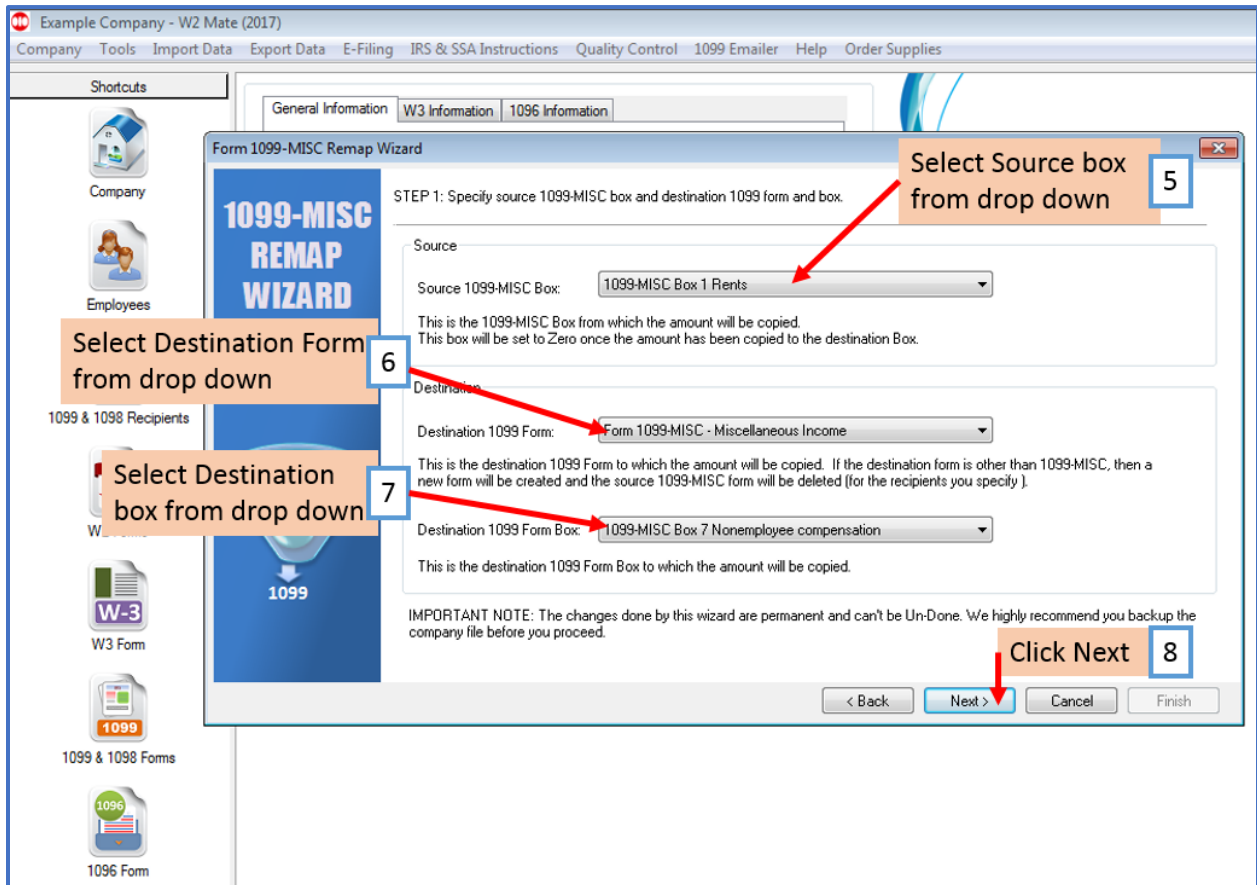3. Read the important information regarding remapping data

4. Click Next

5. Select Source 1099-MISC box from drop down menu

6. Select Destination Form from drop down menu

7. Select Destination box from drop down menu

Note: The changes done by this remapping wizard are permanent and cannot be Un-done.
We highly recommend you backup your company data BEFORE you proceed.

8. Click Next

9. Select Recipients to remap 1099-MISC data for

10. Click Next

11. Click Finish