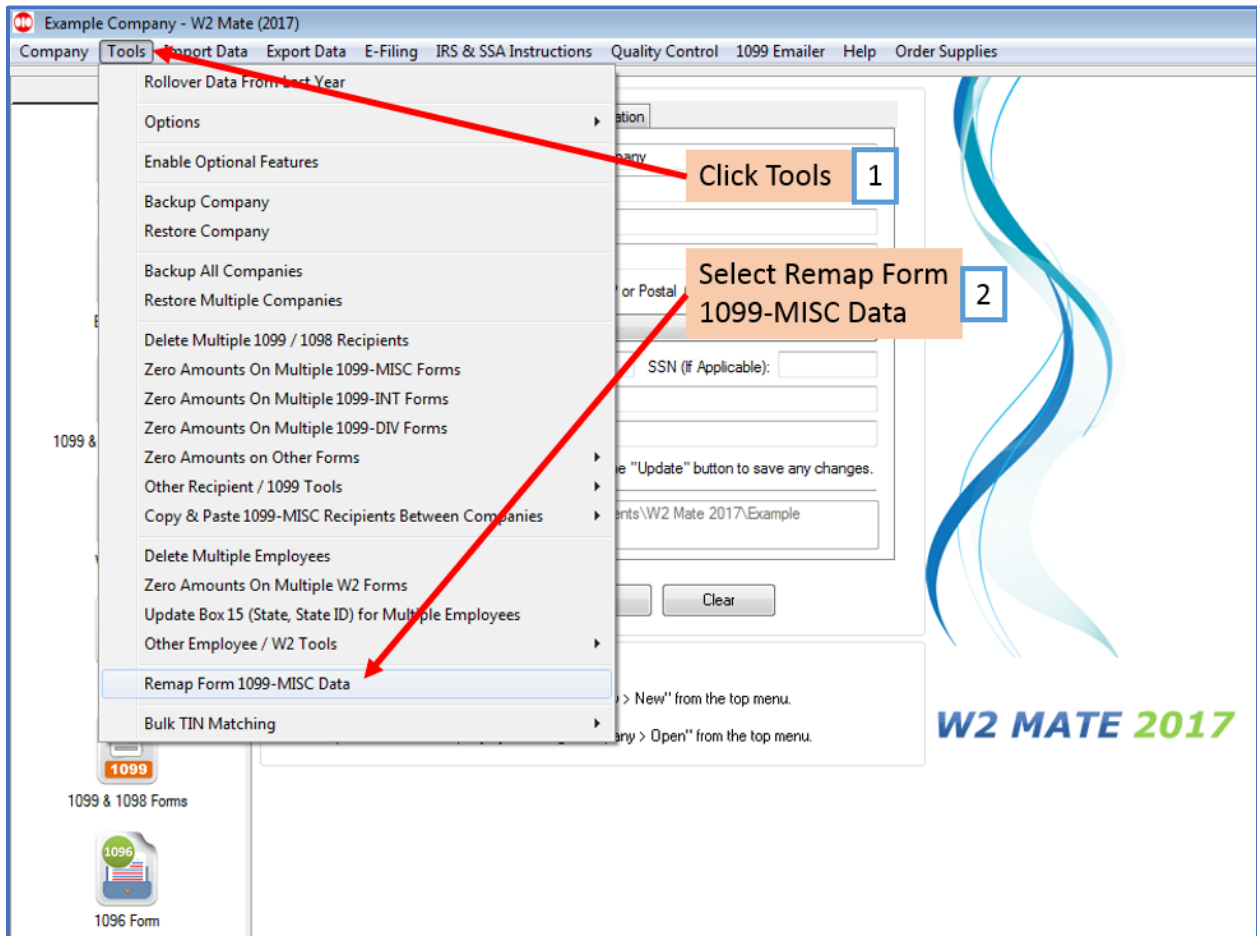


How to Use 1099-MISC Remap Tool in W2 Mate

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

Example Company - W2 Mate (2017)

Company Tools Import Data Export Data E-Filing IRS & SSA Instructions Quality Control 1099 Emailer Help Order Supplies

Shortcuts

Company

Employees

1099 & 1098 Recipients

W2 Forms

W-3 Form

1099 & 1098 Forms

1096 Form

General Information W3 Information 1096 Information

Employer's Name / Filer's Name **Read** **3**

1099-MISC REMAP WIZARD

This Wizard will help you remap (re-assign) 1099-MISC data already stored inside W2 Mate.

Examples where you can use this Wizard:

1. You want to move the amounts on Form 1099-MISC from Box 7 (Nonemployee compensation) to Box 1 (Rents). In this case W2 Mate will simply copy the amounts from Box 7 to Box 1 and then clear (set to Zero) the amounts in Box 7. This process can be done for one or more recipients you choose.
2. You want to take the amount stored in Box 7 on Form 1099-MISC and put it on Box 7 (Interest income) on Form 1099-INT. In this case W2 Mate will create a new 1099-INT Form for each recipient you specify, copy the amount in Box 7 on Form 1099-MISC and put it under Box 7 on the new 1099-INT Form(s) and then delete Form 1099-MISC for each recipient you specified.

Example 1

1 Rents	OMB No. 1545-0112
2 Rents	2011
3 Other income	From 1099-MISC
4 Federal income tax withheld	
5 Flaking bond proceeds	
6 Medical and health care payments	
7 Nonemployee compensation	1500.15
8 Substitute payments in lieu of dividends or interest	

Example 2

1 Rents	OMB No. 1545-0112
2 Rents	2011
3 Other income	From 1099-MISC
4 Federal income tax withheld	
5 Flaking bond proceeds	
6 Medical and health care payments	
7 Nonemployee compensation	1500.15
8 Substitute payments in lieu of dividends or interest	

Payer's RTN (optional) OMB No. 1545-0112

1 Interest income	2011
2 Early withdrawal penalty	

Form 1099-INT

Click Next **4**

< Back **Next >** Cancel Finish

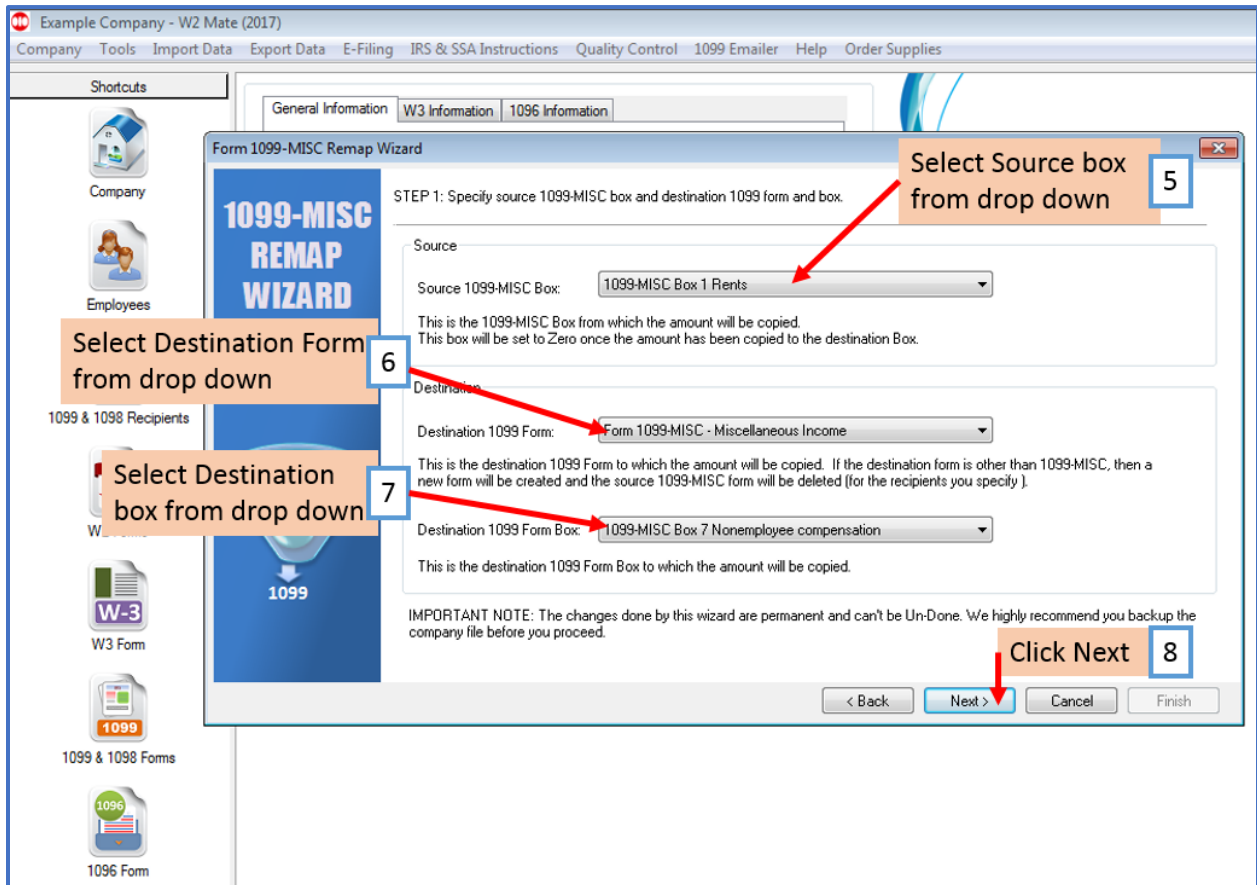
5. Select Source 1099-MISC box from drop down menu

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

Example Company - W2 Mate (2017)

Company Tools Import Data Export Data E-Filing IRS & SSA Instructions Quality Control 1099 Emailer Help Order Supplies

Shortcuts

- Company
- Employees
- 1099 & 1098 Recipients
- W2 Forms
- W3 Form
- 1099 & 1098 Forms
- 1096 Form

Form 1099-MISC Remap Wizard

1099-MISC REMAP WIZARD

STEP 2: Select the recipients you want to remap 1099-MISC data for.

Select All Select None Find

	Select	Recipient's ID #	Recipient's Name (Line One)	Recipient's Name (Line Two)
1	<input type="checkbox"/>	23456789	Bob's Builders	
2	<input type="checkbox"/>	777889999	Jane A Test	
3	<input type="checkbox"/>	999887777	John Q Doe	
4	<input type="checkbox"/>	987654321	Thomas Trains	

< Back Next > Cancel Finish

Select Recipients 9

Click Next 10

11. Click Finish

