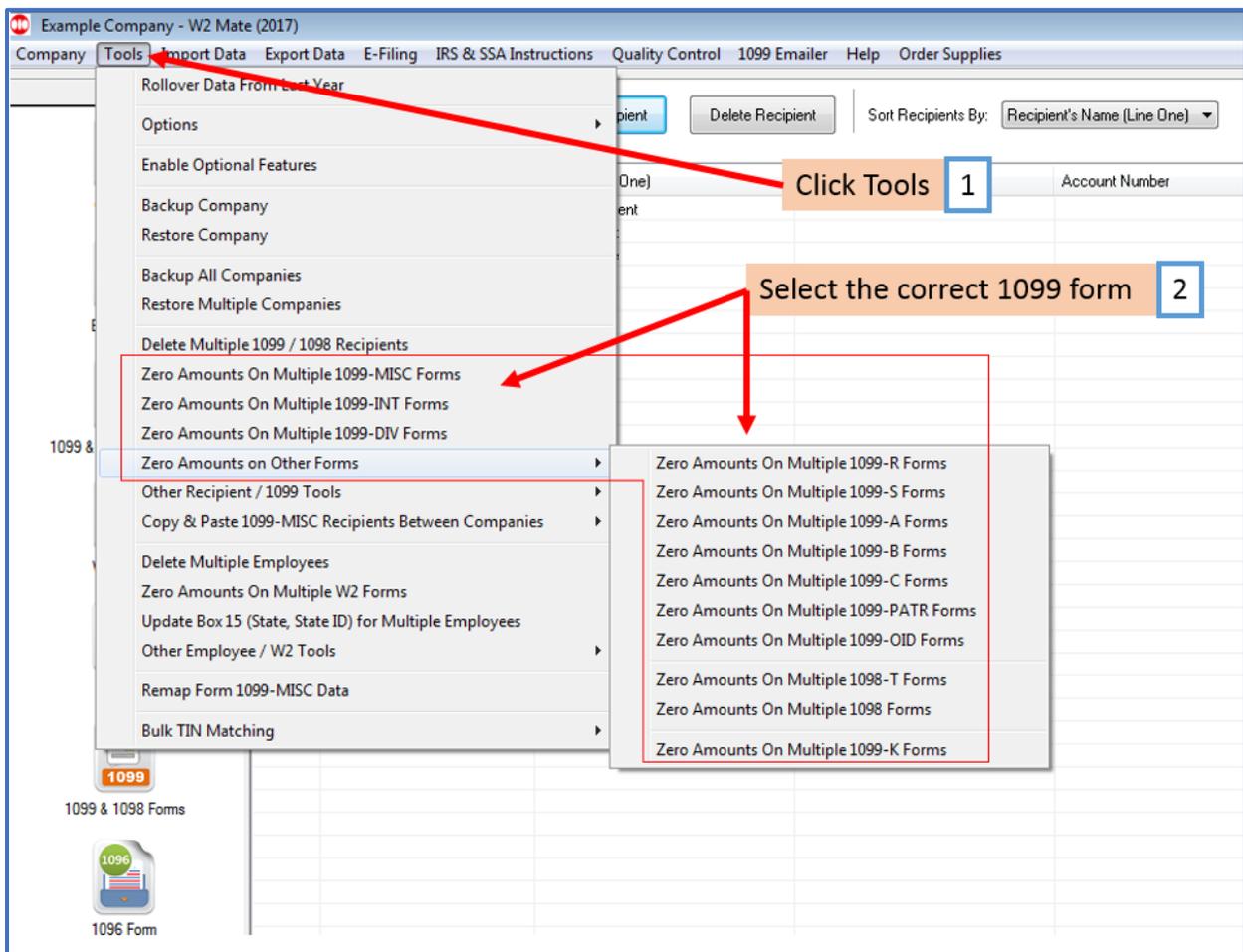


How to Zero Amounts on Multiple 1099/1098 Forms

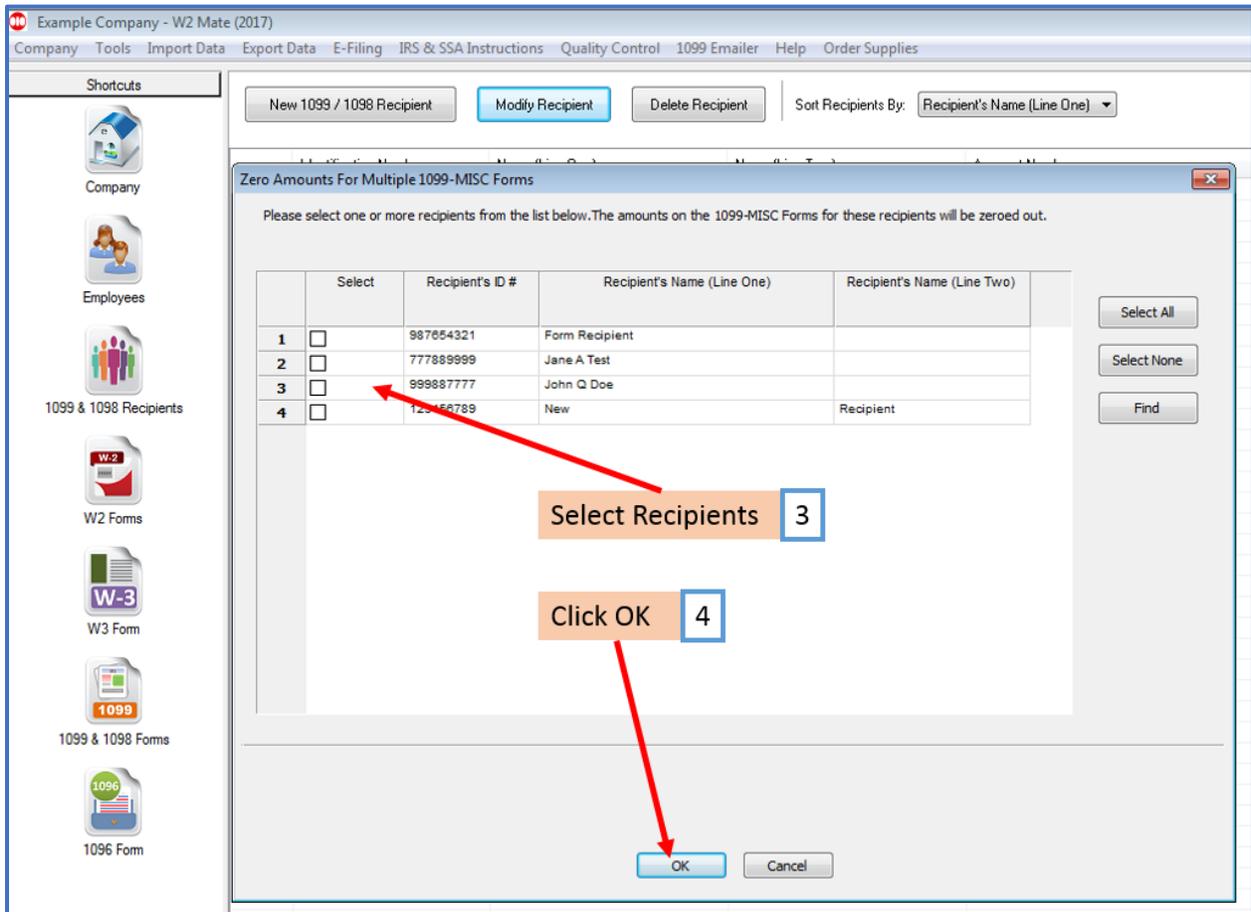
Make sure you have the correct Company open inside W2 Mate

1. Click Tools
2. Select the correct 1099 form type to zero out amounts



3. Select recipient/recipients to zero the amount on their 1099 form

4. Click OK



5. Click Yes

The screenshot shows the W2 Mate (2017) software interface. The main window has a menu bar with 'Company', 'Tools', 'Import Data', 'Export Data', 'E-Filing', 'IRS & SSA Instructions', 'Quality Control', '1099 Emailer', 'Help', and 'Order Supplies'. Below the menu bar are buttons for 'New 1099 / 1098 Recipient', 'Modify Recipient', and 'Delete Recipient', along with a 'Sort Recipients By:' dropdown menu set to 'Recipient's Name (Line One)'. A table displays recipient information:

	Identification Number	Name (Line One)	Name (Line Two)	Account Number
1	987654321	Form Recipient		
2	777889999	Jane A. Test		
3	999887777	John Q. Doe		

A dialog box titled 'W2 Mate (2017)' is open, displaying a warning icon and the text: 'You are about to zero out the amounts for one or more 1099-MISC Forms. Are you sure you want to continue?'. The dialog box has 'Yes' and 'No' buttons. A red arrow points from the 'Yes' button to a callout box that says 'Click Yes' next to a blue box containing the number '5'. The left sidebar contains shortcuts for 'Company', 'Employees', '1099 & 1098 Recipients', 'W2 Forms', 'W3 Form', '1099 & 1098 Forms', and '1096 Form'.

6. Click OK

The screenshot shows the W2 Mate (2017) software interface. The main window has a menu bar with options: Company, Tools, Import Data, Export Data, E-Filing, IRS & SSA Instructions, Quality Control, 1099 Emailer, Help, and Order Supplies. Below the menu bar is a toolbar with buttons for 'New 1099 / 1098 Recipient', 'Modify Recipient', and 'Delete Recipient'. A dropdown menu for 'Sort Recipients By:' is set to 'Recipient's Name (Line One)'. The main area contains a table with the following data:

	Identification Number	Name (Line One)	Name (Line Two)	Account Number
1	987654321	Form Recipient		
2	777889999	Jane A Test		
3	999887777	John Q Doe		
4	123456789	New	Recipient	

A dialog box titled 'W2 Mate (2017)' is open in the foreground, displaying a yellow warning icon and the message: 'The amounts on one or more 1099-MISC Forms have been zeroed out successfully.' An 'OK' button is visible at the bottom of the dialog box. A red arrow points from a callout box labeled 'Click OK' with a circled '6' to the 'OK' button.