

How to Print 1099-NEC Copy A Form

Note: W2 Mate will print the data on Red Pre-Printed IRS 1099-MISC Copy A Form Make sure you have the correct Company open inside W2 Mate

1. Click 1099 & 1098 Forms from Shortcuts
2. Click Select under Form Type
3. Select 1099-NEC and/or 1099 MISC
4. Click OK

The screenshot displays the W2 Mate (2020) software interface. The main window shows a '1099 Recipient' form with fields for Payer's name, address, and recipient information. A 'Form 1099-NEC' dialog box is open, prompting the user to select the form type. The dialog box has a title bar 'Select 1099 Form Type' and a close button. The main text reads '1099 / 1098 Form Type' and 'Please select the type of 1099 / 1098 form you would like to work with:'. There are several radio button options: 'Form 1099-NEC and / or 1099-MISC' (which is selected), 'Form 1099-W', 'Form 1099-DIV', 'Form 1099-R', 'Form 1099-S', 'Form 1098-T', 'Form 1099-A', 'Form 1099-B', 'Form 1099-C', 'Form 1099-PATR', 'Form 1099-DID', and 'Form 1099-K'. At the bottom of the dialog are 'OK' and 'Cancel' buttons. In the background, the 'Form Type' dropdown menu is open, showing 'Select' as the chosen option. The 'Shortcuts' panel on the left has '1099 & 1098 Forms' highlighted. Red arrows and numbered callouts (1-4) indicate the sequence of actions: 1. Clicking '1099 & 1098 Forms' in the shortcuts; 2. Clicking 'Select' in the 'Form Type' dropdown; 3. Selecting 'Form 1099-NEC and / or 1099-MISC' in the dialog; 4. Clicking 'OK' in the dialog.

5. Click Button to switch between 1099-NEC and 1099-MISC if applicable

The screenshot shows the W2 Mate software interface for creating a 1099-NEC form. The window title is "Illinois Test - W2 Mate (2020)". The menu bar includes "Company", "Tools", "Import Data", "Export Data", "E-Filing", "IRS & SSA Instructions", "Quality Control", "1099 Emailer", "Help", and "Order Supplies".

On the left is a "Shortcuts" sidebar with icons for "Company", "Employees", "1099 & 1098 Recipients", "W2 Forms", "W3 Form", "1099", and "1096 Form".

The main area is titled "1099 Recipient" and "Form 1099-NEC". It contains several input fields for recipient information, including name, address, city, state, zip code, and telephone number. There are also fields for Payer's TIN and Recipient's TIN.

On the right side, there are tax-related fields: "1 Nonemployee compensation" (0.00), "4 Federal income tax withheld" (0.00), "5 State tax withheld" (0.00), "6 State / Payer's State Number" (IL), "7 State income" (0.00), and "SID6666". A "Form Type" dropdown menu is also present.

A blue-bordered callout box at the top right of the form area contains the text: "You are viewing form 1099-NEC. Click here to switch to 1099-MISC". A red arrow points from this callout box to a button labeled "5" in a blue-bordered box. The button "5" is located below the "5 State tax withheld" field.

An orange callout box at the bottom left of the form area contains the text: "Click to switch between 1099-NEC and 1099-MISC if applicable".

At the bottom right, there is a note: "For 2020 & beyond, use Form 1099-NEC to report nonemployee compensation. 1099-MISC no longer includes nonemployee compensation." A "2020 Form 1099-NEC" logo is also visible.

6. Click Print

Illinois Test - W2 Mate (2020)

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

1099 Recipient Form 1099-NEC Form Type

Select Next Previous Save Clear **Print** Create PDF 1099's Related Tasks Select

Payer's name, street address, city, state, zip code, and Tel. #

Illinois Test
1234 Test Address
Test City IL 12345
(123) 123-3311

You are viewing form 1099-NEC. Click here to switch to 1099-MISC

7421.30 compensation

OMB No.1545-0116
2020
Form 1099-NEC

4 Federal income tax withheld
55.40

PAYER'S TIN 12-1321321 RECIPIENT'S TIN 241-74-7411

RECIPIENT'S name
John Doe

Street address (including apt. no.)
65 Roes Rd.
Suite 100

City, state, and ZIP code
Julie SC 52121

Account number (optional) 5455 FATCA Filing REQ 2nd TIN not.

5 State tax withheld 15.10 6 State / Payer's State Number IL 2851417 7 State income 6422.30

0.00 0.00

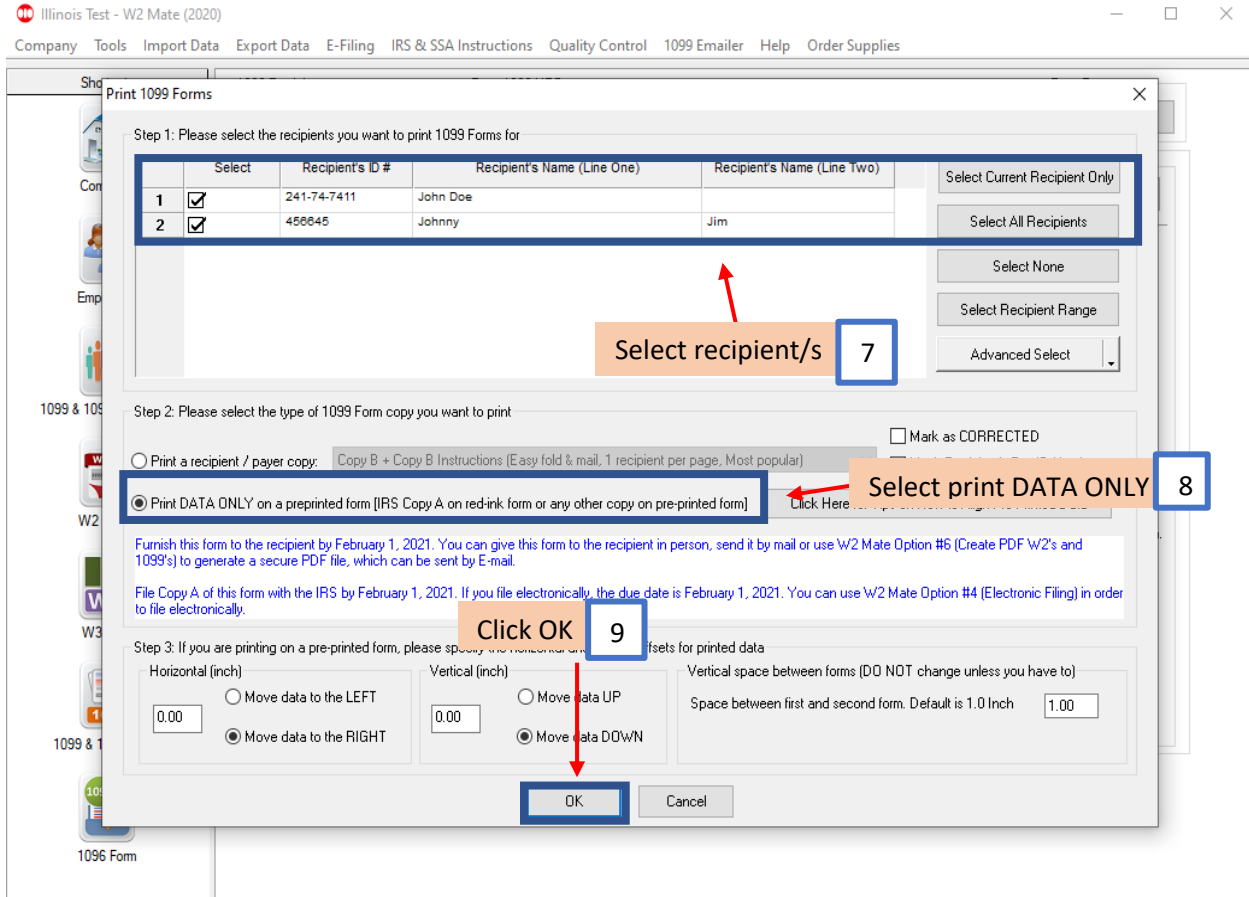
For 2020 & beyond, use Form 1099-NEC to report nonemployee compensation. 1099-MISC no longer includes nonemployee compensation.

Click Print **6**

7. Select the recipient(s) to print

8. Select Print DATA ONLY

9. Click OK



10. Select printer

11. Click OK

