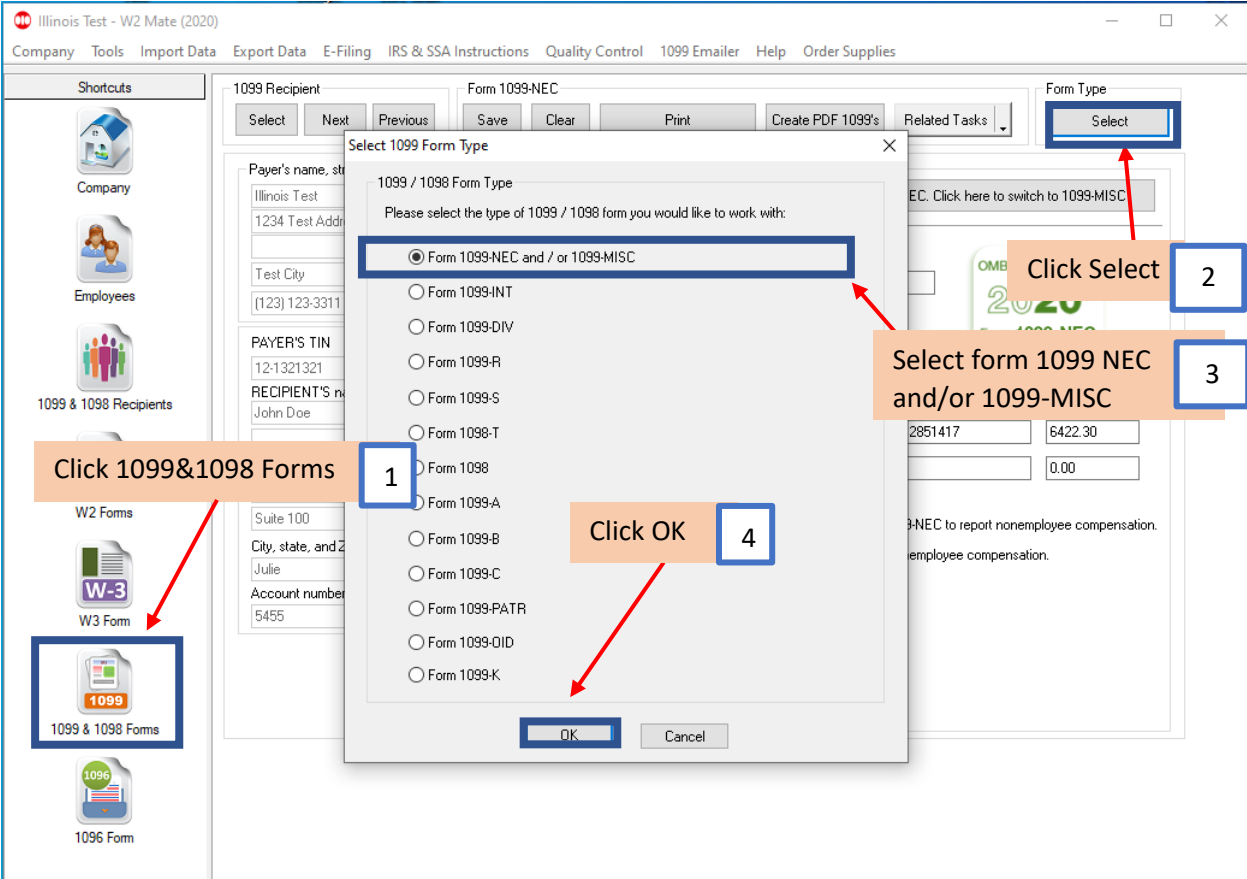


# How to Print 1099-NEC Recipient Forms

Note: W2 Mate will print all recipient copies of Form 1099-NEC on pre-printed forms or on blank paper.

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 Form 1099-NEC and/or 1099 MISC
4. Click OK



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

The screenshot shows the W2 Mate software interface for the year 2020. The main window is titled "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".

The interface is divided into several sections:

- Shortcuts:** A vertical sidebar on the left contains icons for "Company", "Employees", "1099 & 1098 Recipients", "W2 Forms", "W3 Form", "1099 & 1098 Forms", and "1096 Form".
- 1099 Recipient:** A section at the top left of the main area with buttons for "Select", "Next", "Previous", "Save", "Clear", "Print", "Create PDF 1099's", and "Related Tasks".
- Form 1099-NEC:** The main form area, currently displaying "Form 1099-NEC". It includes a "Form Type" dropdown menu set to "Select".
- Form Fields:** The form contains several input fields for recipient information, including "Payer's name, street address, city, state, zip code, and Tel. #", "PAYER'S TIN", "RECIPIENT'S TIN", "RECIPIENT'S name", and "City, state, and ZIP code".
- Form Values:** The form displays values for "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, SID6666), and "7 State income" (0.00).
- Callout Box:** A blue-bordered 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".
- Form 1099-NEC Logo:** A green logo for "2020 Form 1099-NEC" is displayed on the right side of the form.
- Instructional Text:** A note at the bottom right of the form states: "For 2020 & beyond, use Form 1099-NEC to report nonemployee compensation. 1099-MISC no longer includes nonemployee compensation."

A red arrow points from a blue-bordered button labeled "5" to the callout box. An orange callout box with white text is positioned over the "5" button, containing the text: "Click to switch between 1099-NEC and 1099-MISC if applicable".

6. Click Print

Click Print 6

The screenshot shows the W2 Mate software interface for the 2020 tax year. 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, there is a "Shortcuts" sidebar with icons for "Company", "Employees", "1099 & 1098 Recipients", "W2 Forms", "W3 Form", "1099 & 1098 Forms", 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. The form includes a section for tax withholdings: 1 Nonemployee compensation (7421.30), 4 Federal income tax withheld (55.40), 5 State tax withheld (15.10), 6 State / Payer's State Number (IL, 2851417), and 7 State income (6422.30). A "Print" button is highlighted with a blue box and a red arrow pointing to it from the "Click Print" text above. Other buttons include "Select", "Next", "Previous", "Save", "Clear", "Create PDF 1099's", "Related Tasks", and "Form Type". A "2020 Form 1099-NEC" logo is visible on the right side of the form.

7. Select the recipient(s) to print

8. Select which recipient copy to print

Note: To print a Recipient/Payer copy on blank paper select the copy to print from the drop-down menu.

To print data on a Pre-Printed form use the Print DATA Only selection for all copies of Pre-Printed forms

9. Click OK

Illinois Test Company To **Select recipient** 7 IRS & SSA Instructions Quality Control 1099 Emler Help Order Supplies

1099 Recipient Form 1099-MISC Form Type Select

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

Print 1099 Forms

Step 1: Please select the recipients you want to print 1099 Forms for

Select	Recipient's ID #	Recipient's Name (Line One)	Recipient's Name (Line Two)
<input checked="" type="checkbox"/>	456645	Johnny	Jim
<input type="checkbox"/>	32132132132	Test Persons 0	
<input type="checkbox"/>	66646646	Test Persons 1	
<input type="checkbox"/>	66654546556	Test Persons 2	

Select Current Recipient Only  
Select All Recipients  
Select None  
Select Recipient Range  
Advanced Select

Step 2: Please select the type of 1099 Form copy you want to print

Print a recipient / payer copy: Copy B + Copy B Instructions (Easy fold & mail, 1 recipient per page, Most popular)  Mark as CORRECTED  Mark Recipient's Tax ID Number

Print DATA ONLY on a preprinted form (IRS Copy A on a preprint form or any other copy on preprinted form)

Furnish this form to the recipient by February 1, 2021. You can give this form to the recipient in person, send it by mail or use W2 Mate Option #6 (Create PDF W2's and 1099's) to generate a secure PDF file, which can be sent by E-mail.

File Copy A of this form with the IRS by March 1, 2021. If you file electronically, the due date is March 31, 2021. You can use W2 Mate to file electronically.

Step 3: If you are printing on a pre-printed form, please specify...  
Horizontal (inch) Vertical  
0.00 0.00  
 Move data to the LEFT  Move data UP  
 Move data to the RIGHT  Move data DOWN

Vertical space between forms (DO NOT change unless you have to)  
Space between first and second form. Default is 1.0 Inch 1.00

**Click OK** 9

**Select copy to print** 8

OK Cancel

## 10. Select printer

## 11. Click OK

The screenshot displays the W2 Mate software interface for generating a 2020 Form 1099-NEC. The main window shows the recipient information for 'Johnny Jim' and the payer information for 'Illinois Test'. A 'Print' dialog box is open in the foreground, with the printer selected as 'ABS PDF Driver v400'. The dialog box includes options for 'Print range' (All, Pages, Selection) and 'Copies' (Number of copies: 1, Collate). The 'OK' button is highlighted with a blue box and labeled '11', and the printer selection dropdown is highlighted with a blue box and labeled '10'. A red arrow points from the '10' label to the printer dropdown, and another red arrow points from the '11' label to the 'OK' button. The background window shows the 'Print' button highlighted in blue, and a '2020 Form 1099-NEC' logo is visible on the right side of the main window.