# 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

<ul> <li>Illinois Test - W2 Mate (2020</li> <li>Company Tools Import Data</li> </ul>	)) a Export Data E-Filin	g IRS & SSA Instructions Qu	ality Control 1099 Em	ailer Help Order S	upplies	- 0	×
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#### 4. Click OK

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

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## 6. Click Print

Company Tools Import Dat	e Export Data E-Filing IRS & SSA Instructions Quality Control, 1099 Emailer Help Order Supplies
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1099	
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1096	
1096 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 dropdown 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

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# 10. Select printer

## 11. Click OK

