

How to Update Box 6 for Form 1099 NEC

1. Go to Tools

2. Select Other Recipient/1099 Tools

3. Select Update Box 6 (State, Payer's state #) for multiple 1099-NEC recipients

Note: The Box numbers used on the form are subject to change from year to year

The screenshot shows the W2 Mate software interface with the 'Tools' menu open. The 'Tools' menu is highlighted with a blue box and a red arrow pointing to it, with a callout box containing the number '1' and the text 'Click Tools'. The 'Tools' menu is expanded, and the 'Other Recipient / 1099 Tools' option is highlighted with a blue box and a red arrow pointing to it, with a callout box containing the number '2' and the text 'Select Other Recipient/1099 Tools'. The 'Other Recipient / 1099 Tools' sub-menu is open, and the 'Update Box 6 (State, Payer's state #) for multiple 1099-NEC recipients' option is highlighted with a blue box and a red arrow pointing to it, with a callout box containing the number '3' and the text 'Select Update Box 6 (State, Payer's state #) for multiple 1099-NEC recipients'. The software window title is 'Illinois Test - W2 Mate (2020)'. The menu items in the 'Tools' menu include: Rollover Data From Last Year, Options, Enable Optional Features, Backup Company, Restore Company, Restore Multiple Companies, Delete Multiple 1099 / 1098 Recipients, Zero Amounts On Multiple 1099-NEC Forms, Zero Amounts On Multiple 1099-MISC Forms, Zero Amounts On Multiple 1099-INT Forms, Zero Amounts On Multiple 1099-DIV Forms, Zero Amounts on Other Forms, Other Recipient / 1099 Tools, Copy & Paste 1099 Recipients Between Companies, Delete Multiple Employees, Zero Amounts On Multiple W2 Forms, Update Box 15 (State, State ID) for Multiple Employees, Other Employee / W2 Tools, and Remap Form 1099-MISC / 1099-NEC Data. The sub-menu items for 'Other Recipient / 1099 Tools' include: Make Multiple 1099 / 1098 Recipients Inactive (Disable), Make Multiple 1099 / 1098 Recipients Active (Enable), Update Box 6 (State, Payer's state #) for multiple 1099-NEC recipients, Update Box 16 (State, Payer's state #) for multiple 1099-MISC recipients, Update "Box 15 State" and "Box 16 State identification no." for multiple 1099-INT recipients, Update "Box 12 State" and "Box 13 State identification no." for multiple 1099-DIV recipients, Update Box 15 (State, Payer's state #) for multiple 1099-R recipients, Update "Box 14 State" and "Box 15 State identification no." for multiple 1099-B recipients, Update "Box 14 State" and "Box 15 State identification no." for multiple 1099-OID recipients, Update "Box 14 State" and "Box 15 State identification no." for multiple 1099-K recipients, Un-Check 2nd TIN Not. Box for Multiple 1099 / 1098 Recipients, Check 1098-T TIN Certification Check-Box for Multiple Students, Un-check 1098-T TIN Certification Check-Box for Multiple Students, Copy Box 1 (Gross distribution) to Box 2a (Taxable amount) For Multiple 1099-R Recipients, Batch Update "Distribution Code(s)" For Multiple 1099-R Recipients, and Check "If address of property securing mortgage is the same as...." for Multiple 1098 Forms.

4. Select New State

5. Enter New Payer's State Number

6. Select Line from drop down

7. Check box as applicable

4 Select New State

5 Enter New Payers State Number

6 Check box as applicable

7 Select line from drop down

Use this dialog to update the Box (State/Payer's state no.) for multiple 1099 recipients

Step 1: Select the new State/Payer's state no.

New State: AK
New Payer's state no.: 45345D
Line you would like to update: State/Payer's state no Line 1

Make State/Payer's state no. field empty
 Make State Equal to Recipient's Address State and Payer's state no. field empty

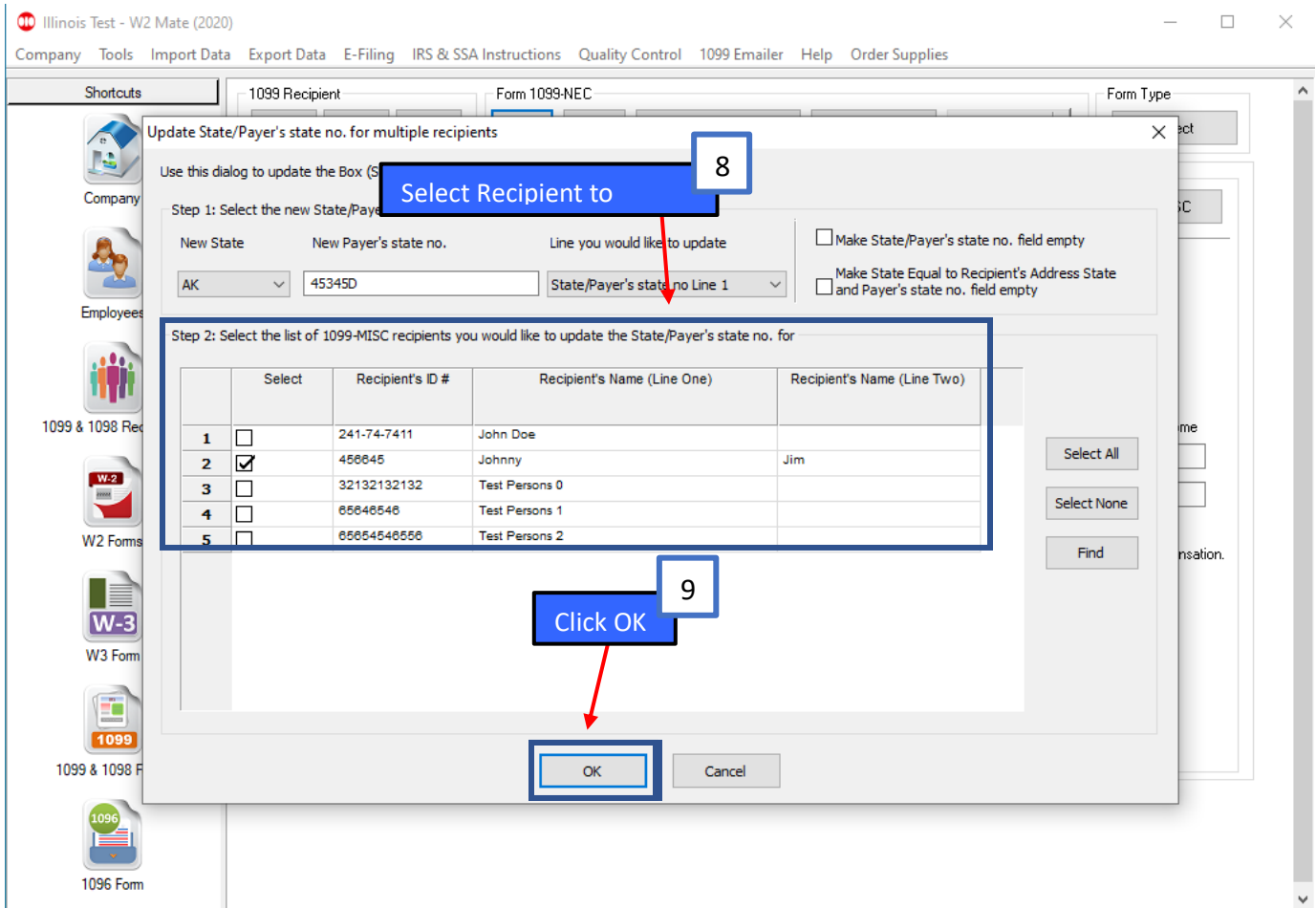
Recipient's ID #	Recipient's Name (Line One)	Recipient's Name (Line Two)
241-74-7411	Johnny	Jim
456645	Test Persons 0	
32132132132	Test Persons 1	
65646546	Test Persons 2	
65654546556	Test Persons 2	

Select All
Select None
Find

OK Cancel

8. Select Recipients to update

9. Click OK



10. Click Yes

The screenshot shows the W2 Mate (2020) software interface. The main window displays the '1099 Recipient' form for 'Form 1099-NEC'. The form includes fields for Payer's name, address, and contact information, as well as recipient details. A confirmation dialog box is overlaid on the form, asking: 'You are about to update State, Payer's state no. for 1 recipients. Are you sure you want to continue?'. The dialog box has 'Yes' and 'No' buttons. A blue box with the number '10' and the text 'Click Yes' points to the 'Yes' button. The background form shows the '1099 Recipient' section with the following data: Payer's name: Illinois Test; Address: 1234 Test Address; City: Test City; State: IL; ZIP: 12345; Phone: (123) 123-3311. The recipient's name is John Doe, and the state is IL. The dialog box also mentions '1 recipients'.

11. Click OK

The screenshot shows the W2 Mate software interface for Illinois Test - W2 Mate (2020). The main window displays a form for Form 1099-NEC. The form includes fields for Payer's name, address, city, state, zip code, and Tel. #. The Payer's name is "Illinois Test" and the address is "1234 Test Address". The city is "Test City", the state is "IL", and the zip code is "12345". The Payer's TIN is "12-1321321" and the Recipient's TIN is "W2 Mate (2020)". The Recipient's name is "John Doe". The street address is "65 Roes Rd." and the city, state, and ZIP code are "Julie", "SC", and "52121". The account number is "5455". The form also includes a section for Nonemployee compensation with a value of "564654.00". A confirmation dialog box is displayed in the center of the screen, with the message: "The State/Payer's state no. for one or more recipients has been updated successfully." The dialog box has an "OK" button. A blue box with the number "11" and the text "Click OK" is positioned over the dialog box, with a red arrow pointing to the "OK" button. The software interface includes a sidebar with shortcuts for Company, Employees, 1099 & 1098 Recipients, W2 Forms, W3 Form, 1099 & 1098 Forms, and 1096 Form. The top menu bar includes Company, Tools, Import Data, Export Data, E-Filing, IRS & SSA Instructions, Quality Control, 1099 Emailer, Help, and Order Supplies. The bottom of the screen displays the W2 Mate logo and contact information: www.W2Mate.com and info@realtaxtools.com.