

# How to Export 1099 Data from Payroll Mate into W2 Mate

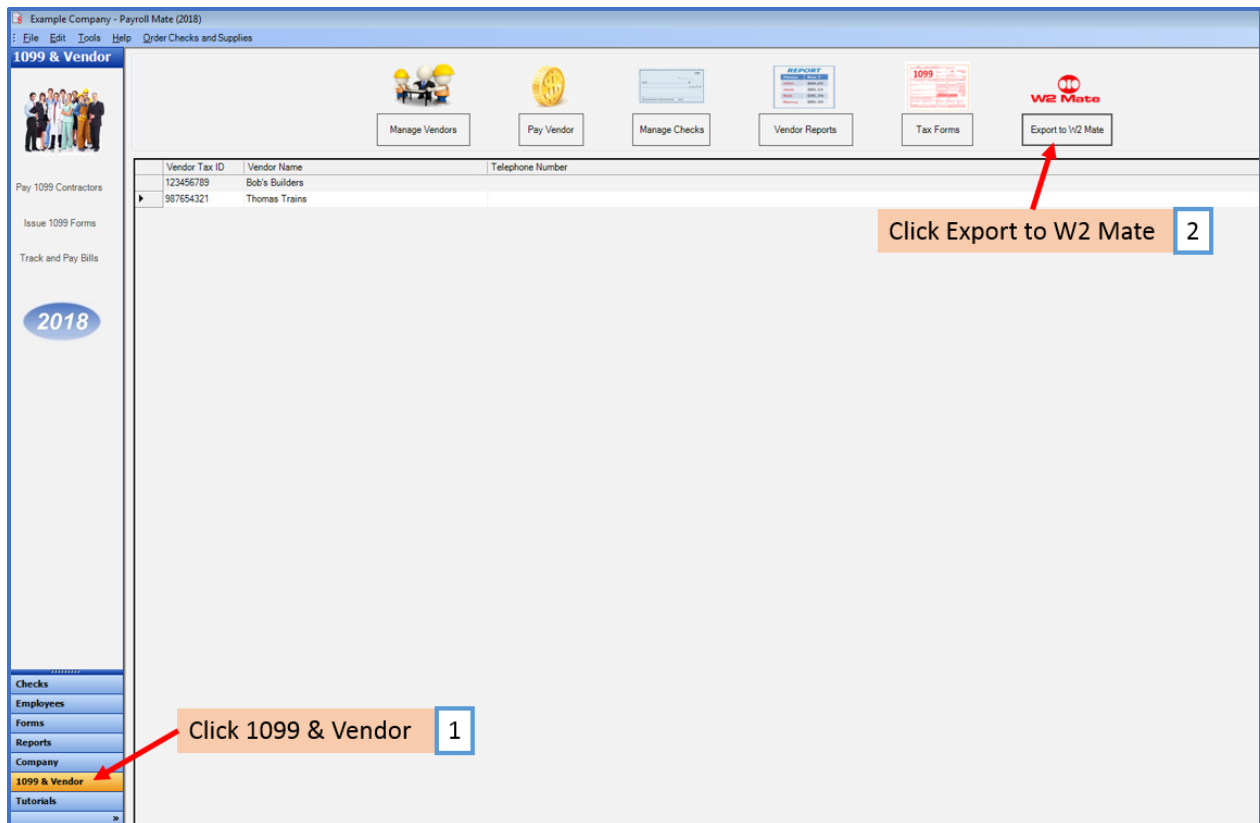
Note: This is a 2-part process. First you must export/save the file from Payroll Mate, second you will import the data into W2 Mate.

## Open Payroll Mate:

Make sure you have the correct Company open inside Payroll Mate

Note: In order to use this feature you must purchase and enable Payroll Mate Option #6 1099 & Vendor Center

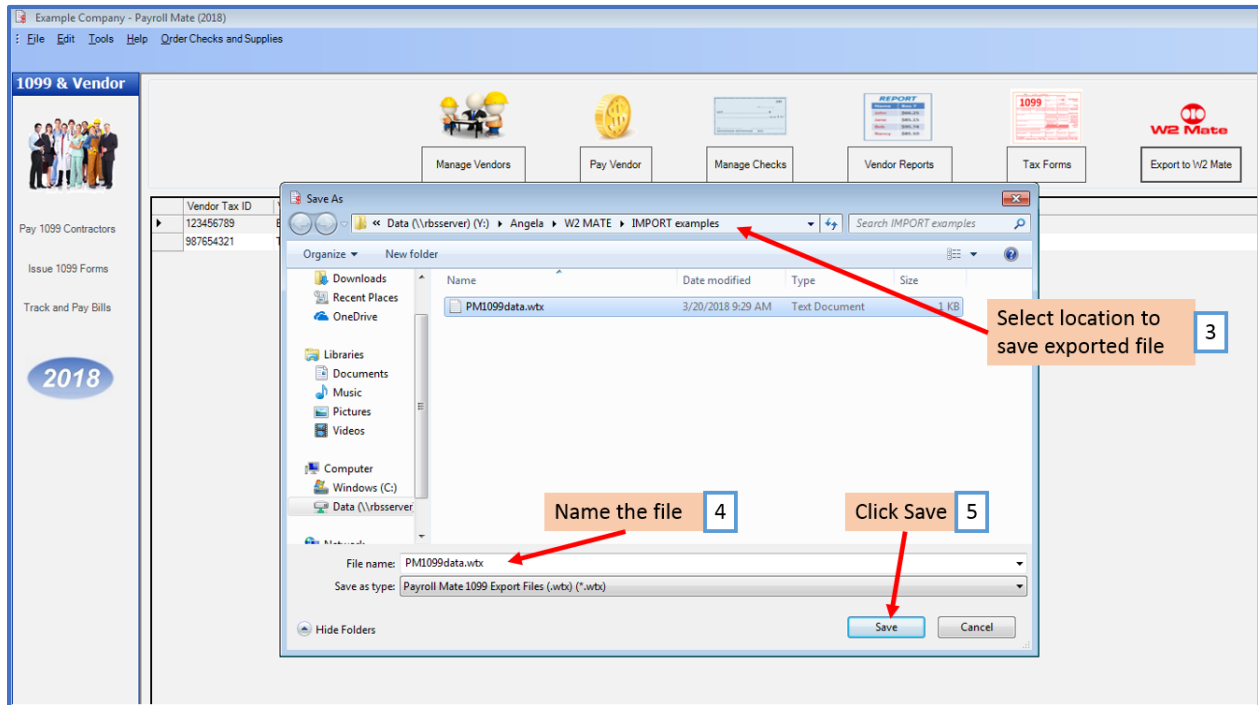
1. Click 1099 & Vendor
2. Click Export to W2 Mate



3. Select location to save the file

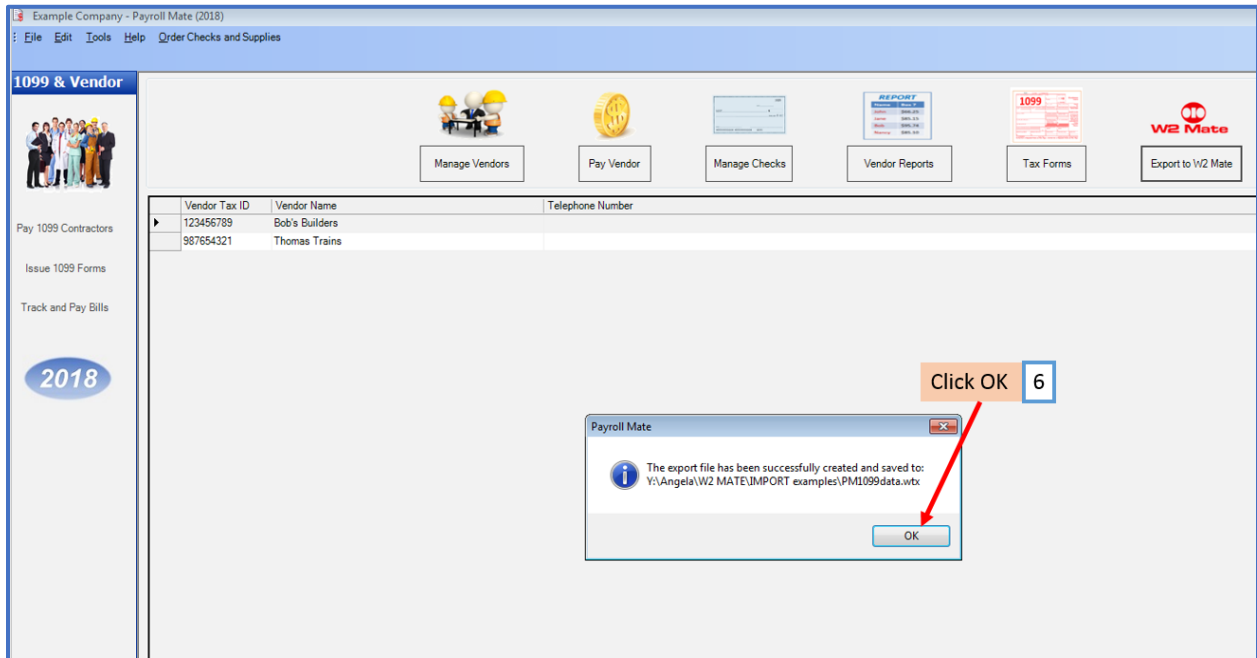
4. Create the File Name

5. Click Save



6. Click OK at the message the file was successfully created

Note: The location for the saved file shows here. You will need this location to import the data into W2 Mate.



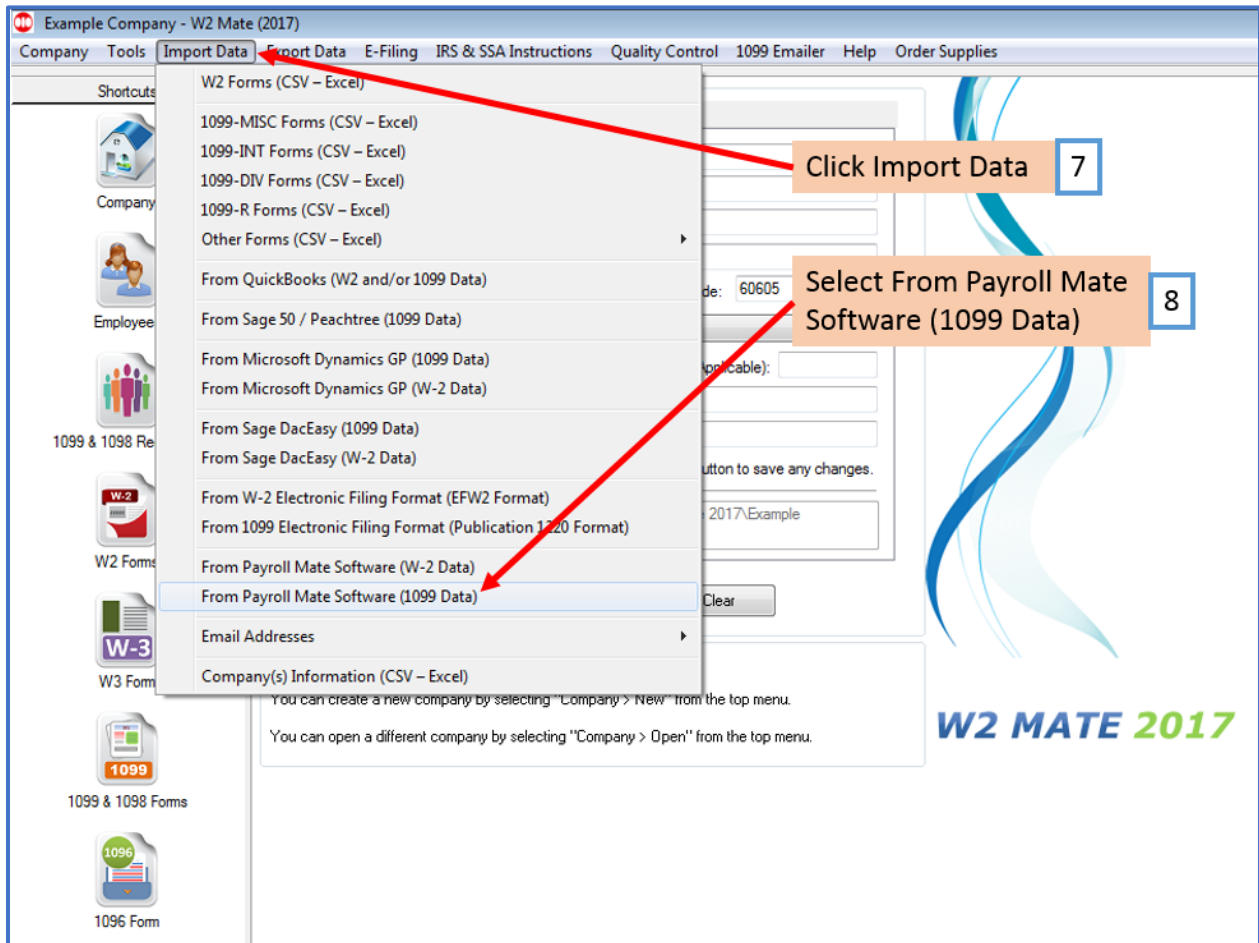
## Open W2 Mate:

Note: Make sure you have the correct Company open inside W2 Mate.

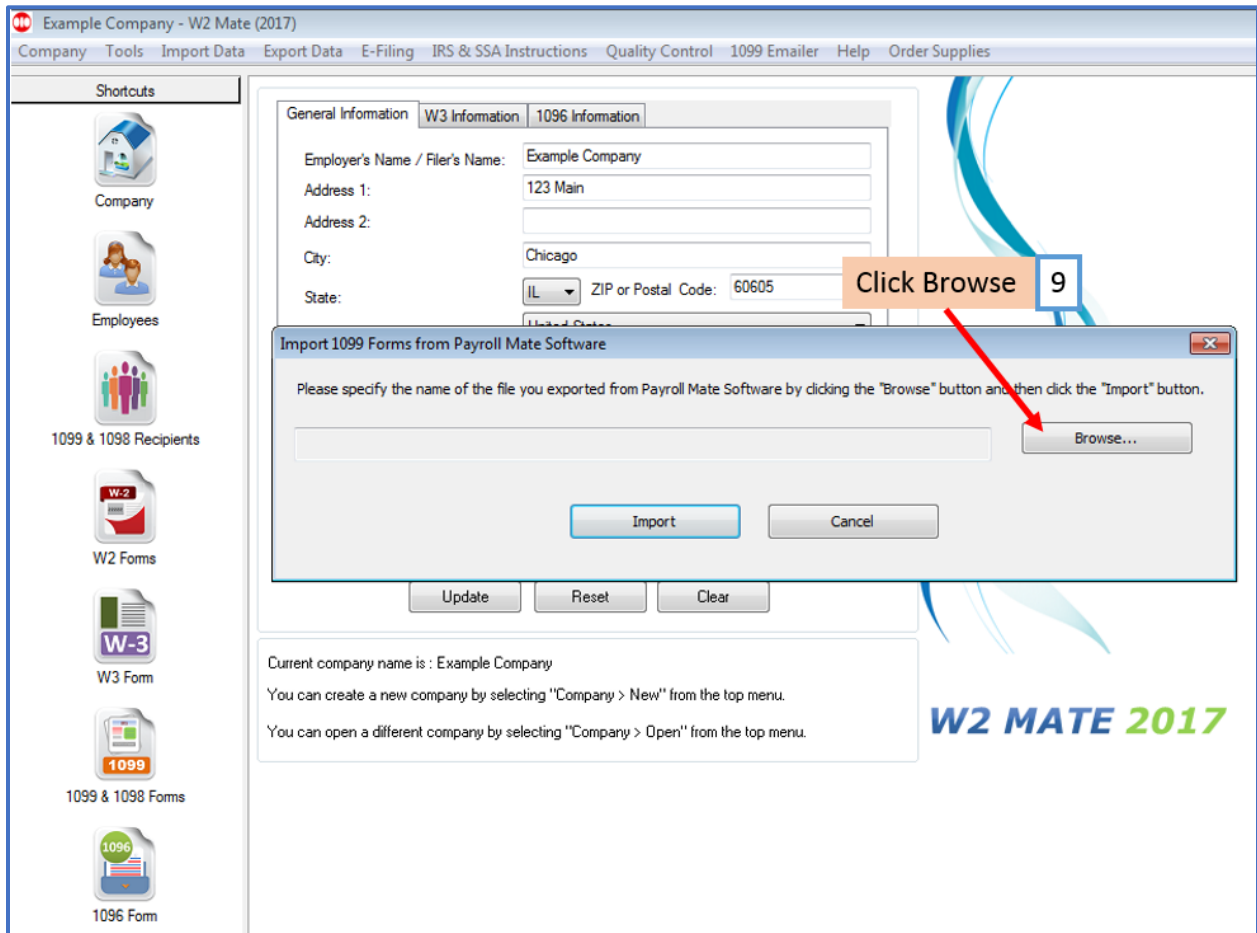
If you do not currently have this company created inside of W2 Mate you will need to create the company prior to importing the Payroll Mate 1099 data.

7. Click Import Data

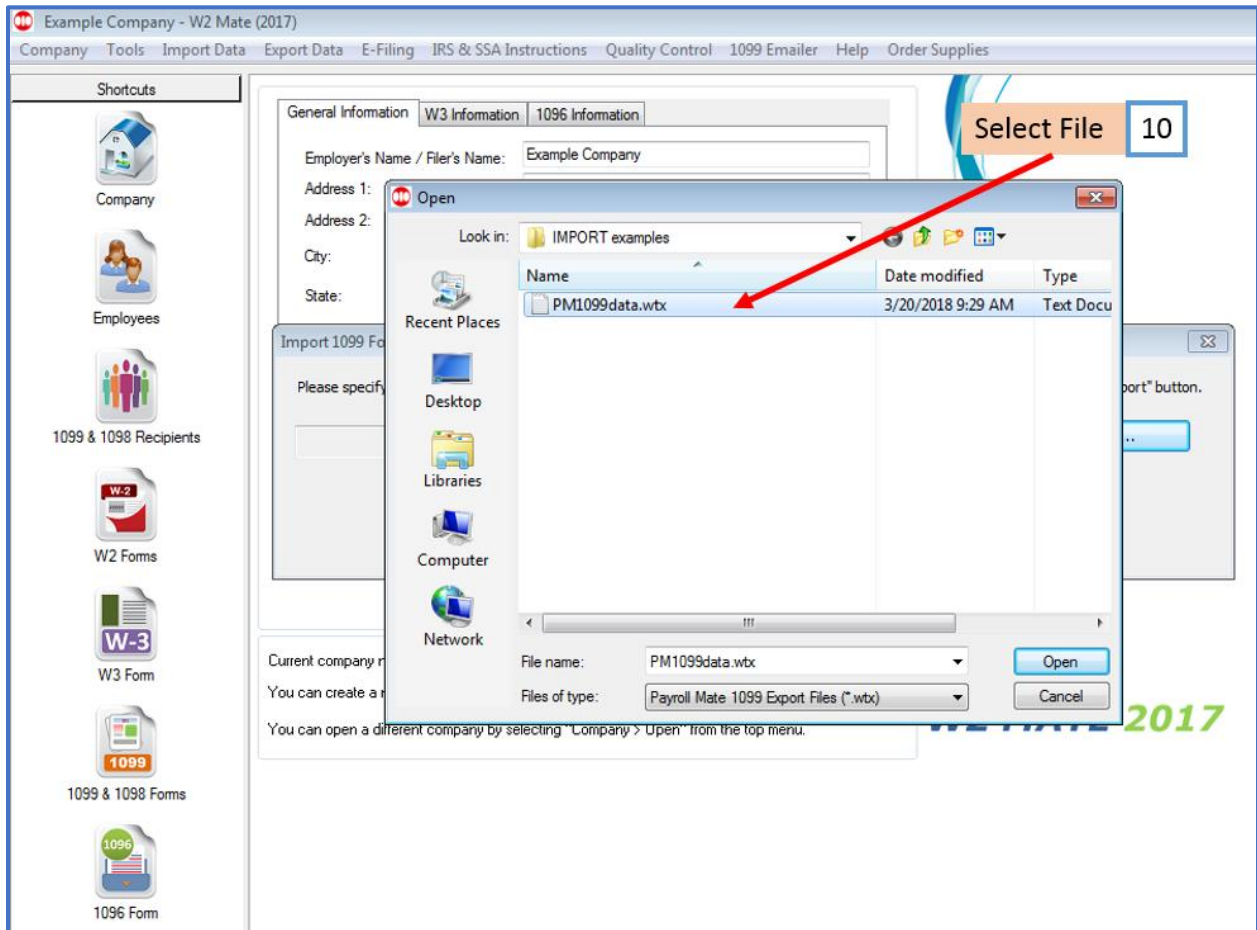
8. Select From Payroll Mate Software (1099 Data)



9. Click Browse to find the file you created through Payroll Mate

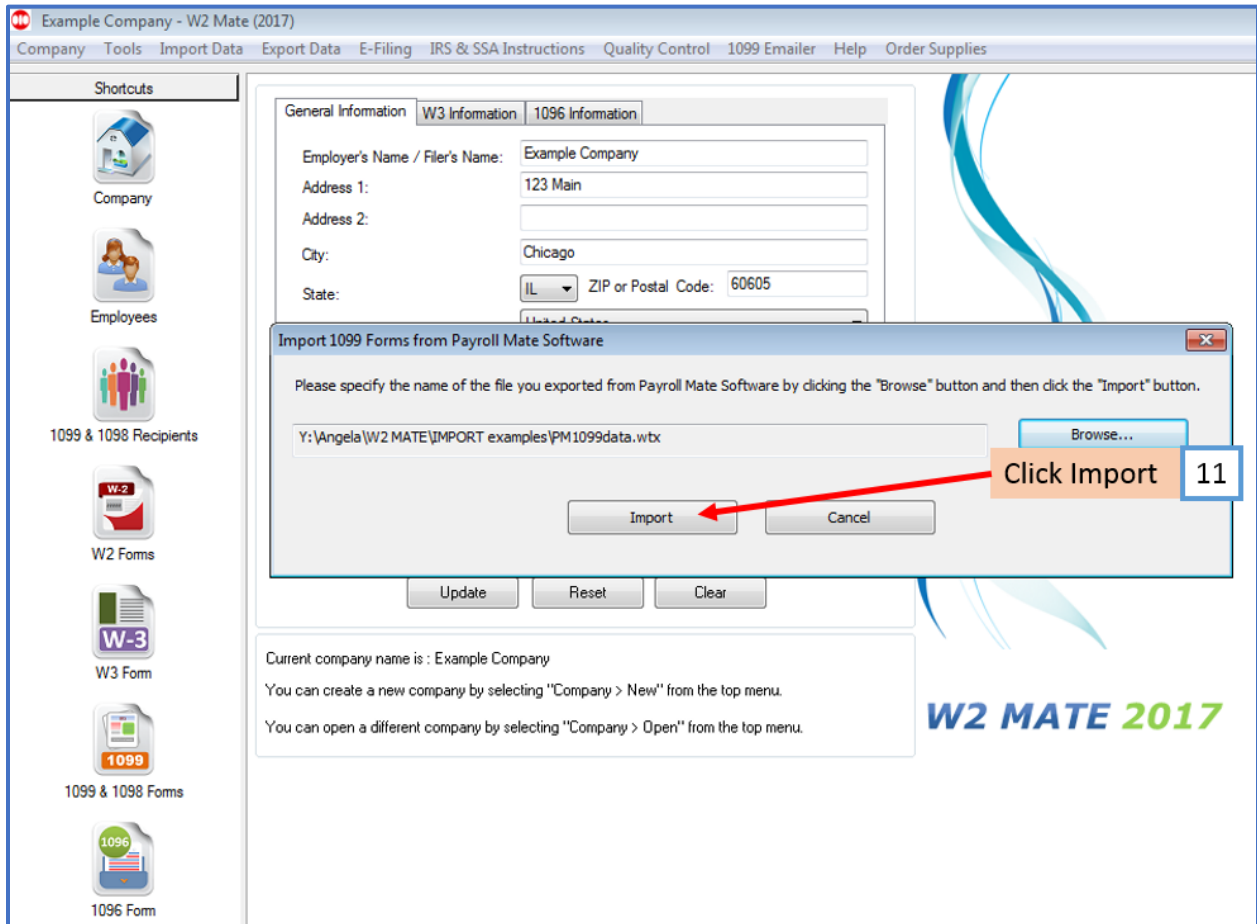


10. Select the correct file to import

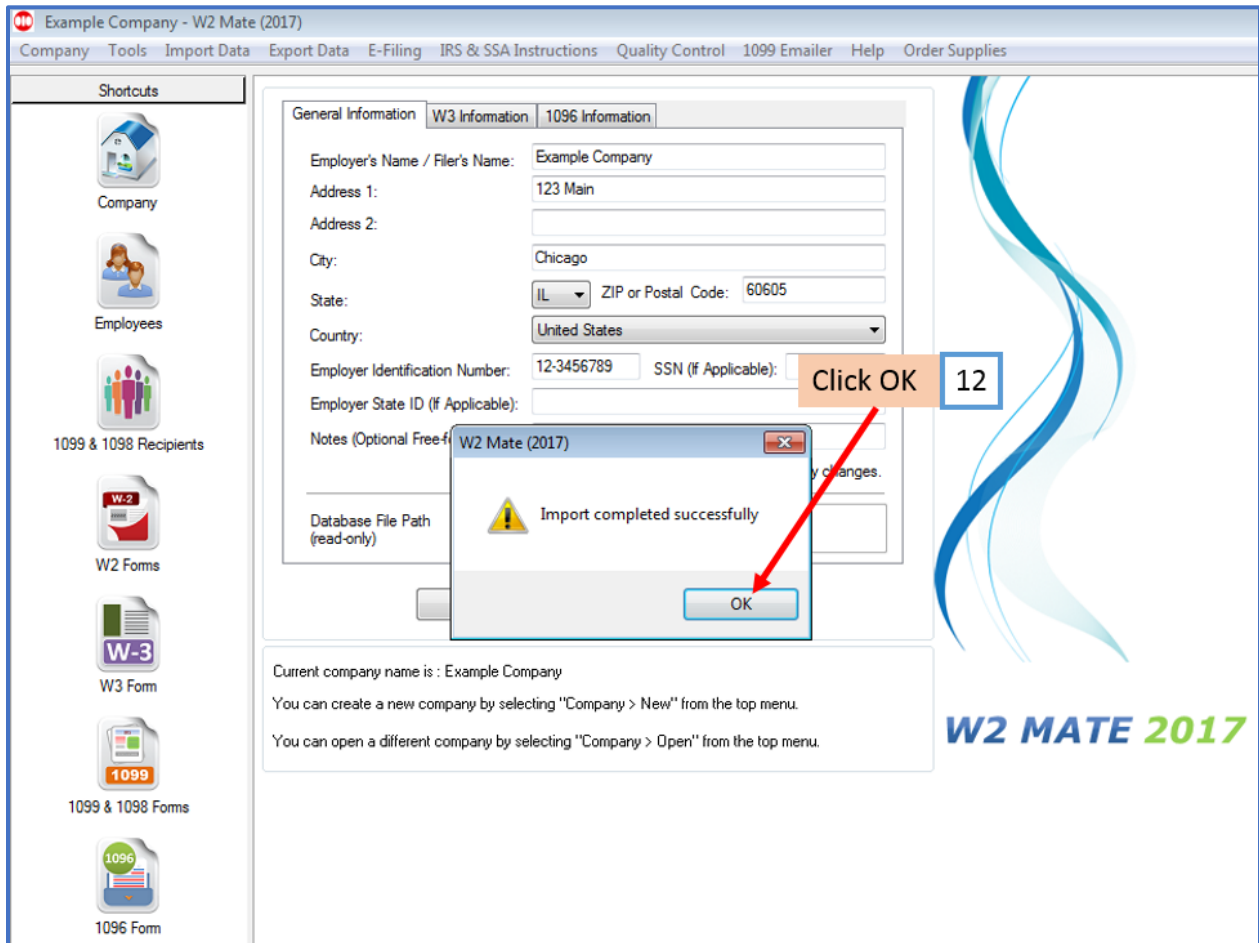


Note: Selected file name will appear in the address bar

## 11. Click Import



12. At Import completed successfully Click OK



Your 1099 imported data will now appear inside W2 Mate