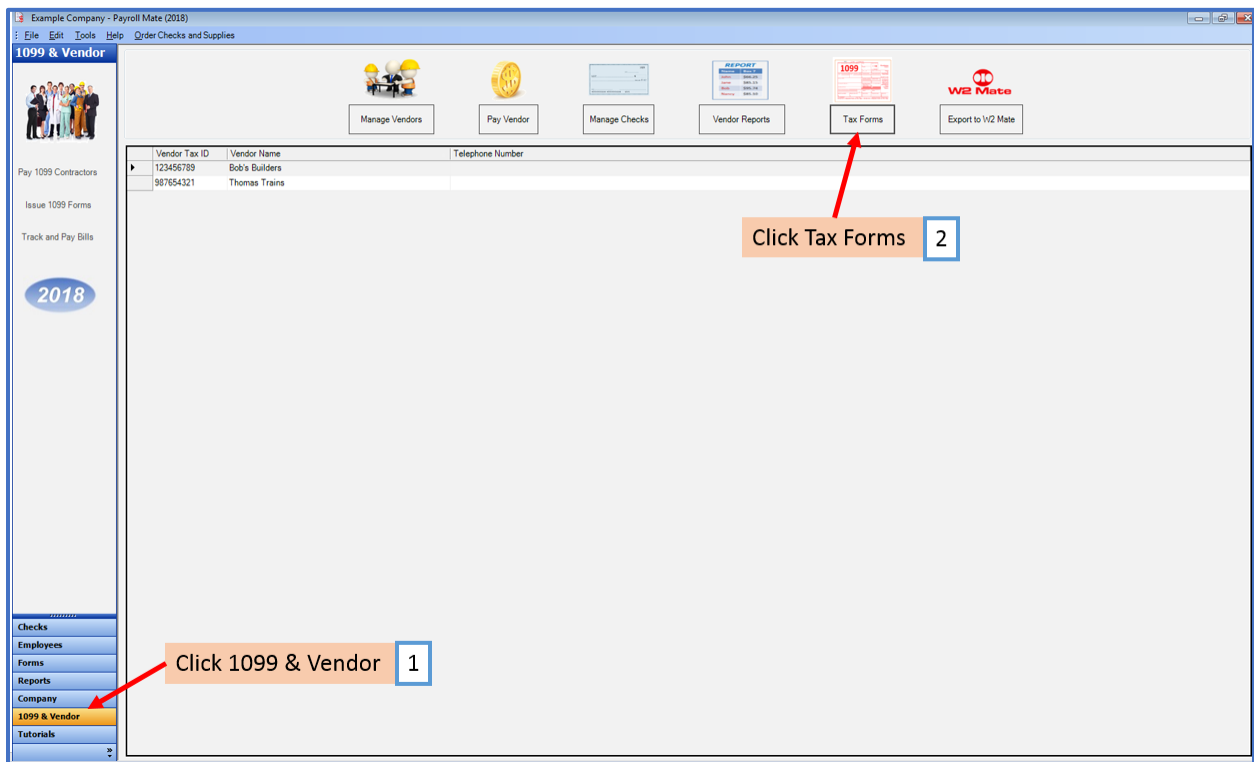


How to Print Form 1096 in Payroll Mate

Note: In order to use this feature you must purchase and enable Payroll Mate Option #6 Vendor & 1099 Center. Payroll Mate will print the data on Red Pre-Printed IRS 1096 Form

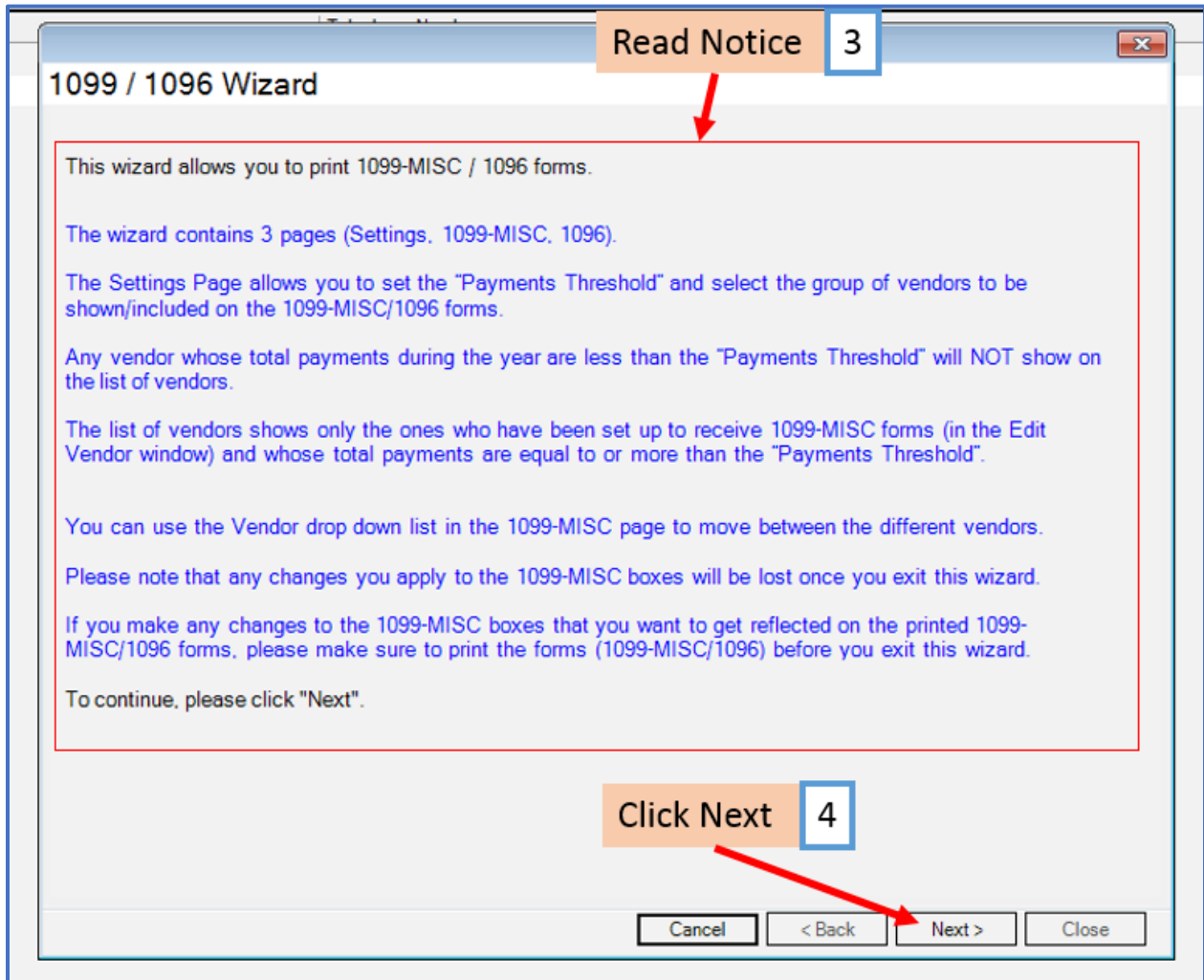
Make sure you have the correct Company open inside Payroll Mate

1. Click 1099 & Vendor from Shortcuts
2. Click Tax Forms



3. Read Notice

4. Click Next



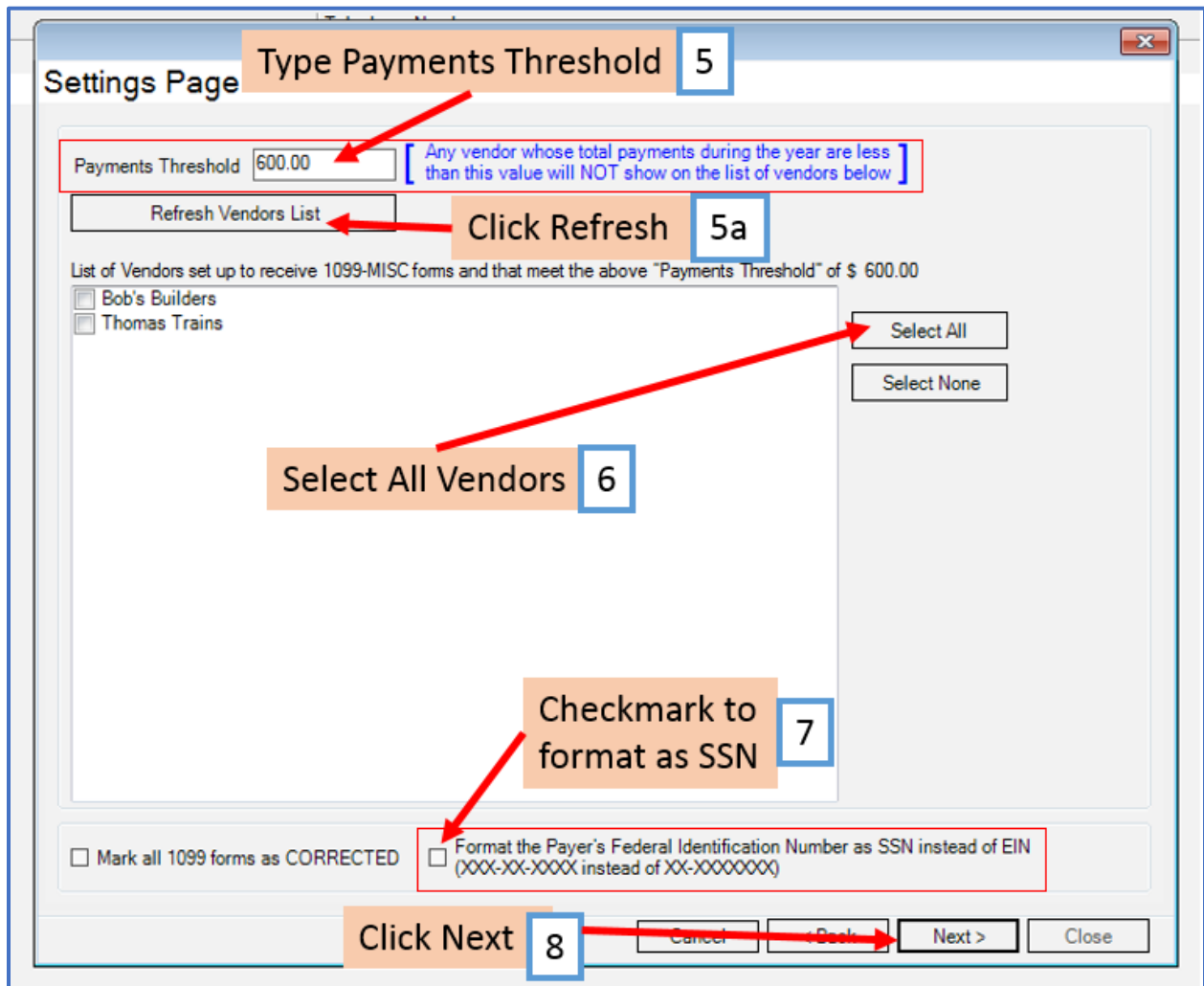
5. Type Payments Threshold amount

5a. If Payment Threshold is changed, Click Refresh

6. Select ALL Vendors (required)

7. Checkmark to format Payer's Federal Identification Number as SSN instead of EIN if applicable

8. Click Next



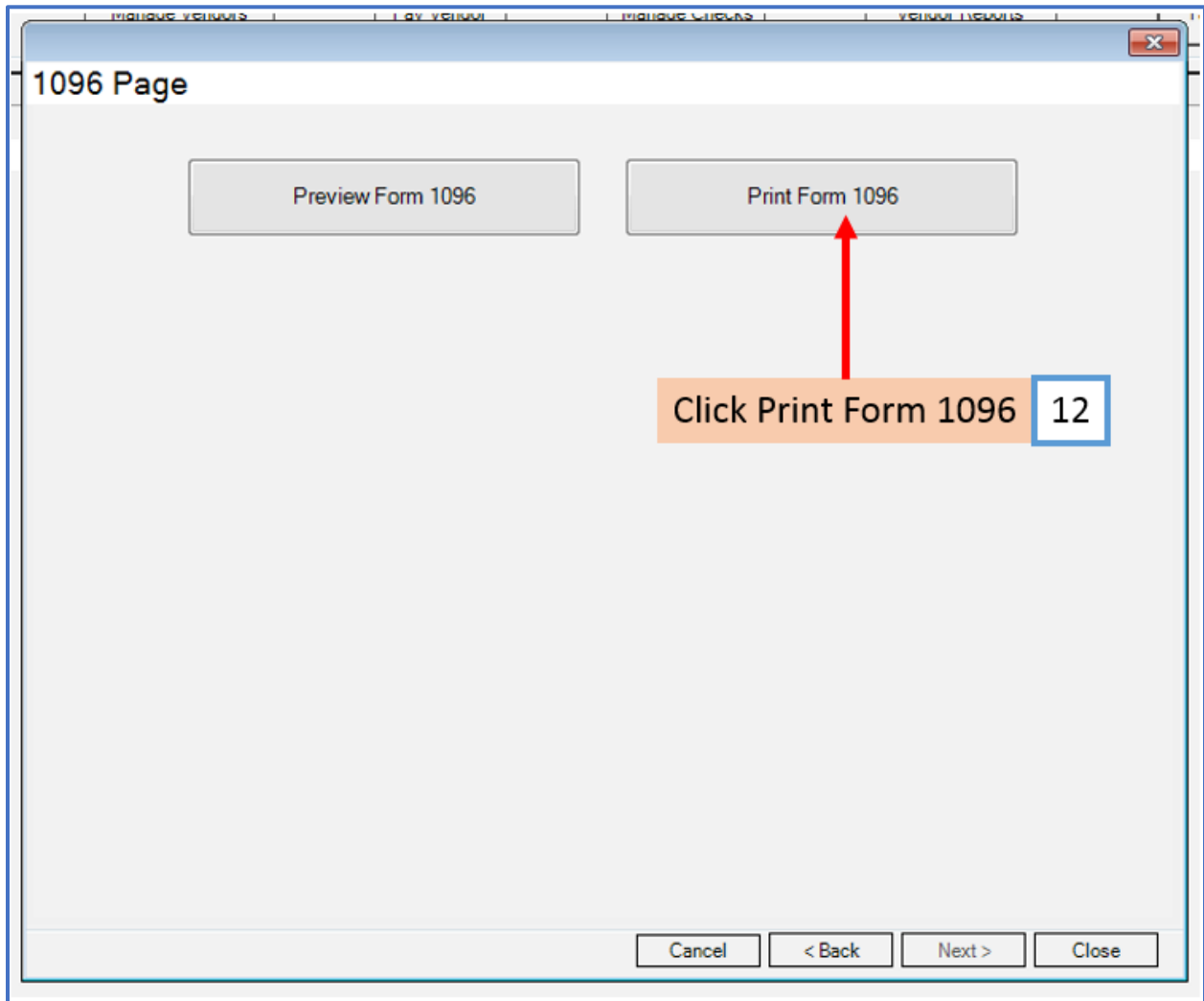
9. Confirm Vendor

10. Confirm Data

11. Click Next

The screenshot shows a software window titled "1099-MISC Page" with a "Confirm Vendor" label and the number "9" in a blue box. The window contains a "Vendor" dropdown menu with "Bob's Builders" selected, and "Preview" and "Print" buttons. The main area is a form with various input fields for tax data, including "Account number", "1 Rents", "2 Royalties", "3 Other income", "4 Federal income tax withheld", "5 Fishing boat proceeds", "6 Medical and health care payments", "7 Nonemployee compensation", "8 Substitute payments in lieu of dividends or interest", "9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale", "10 Crop insurance proceeds", "13 Excess golden parachute payments", "14 Gross proceeds paid to an attorney", "15a Section 409A deferrals", "15b Section 409A income", "16 State tax withheld", "17 State/Payer's state income tax", and "18 State income". A red box highlights the entire form area, with a "Confirm Data" label and the number "10" in a blue box pointing to it. At the bottom right, a "Click Next" label and the number "11" in a blue box point to the "Next >" button. Other buttons at the bottom include "Cancel", "< Back", and "Close".

12. Click Print Form 1096

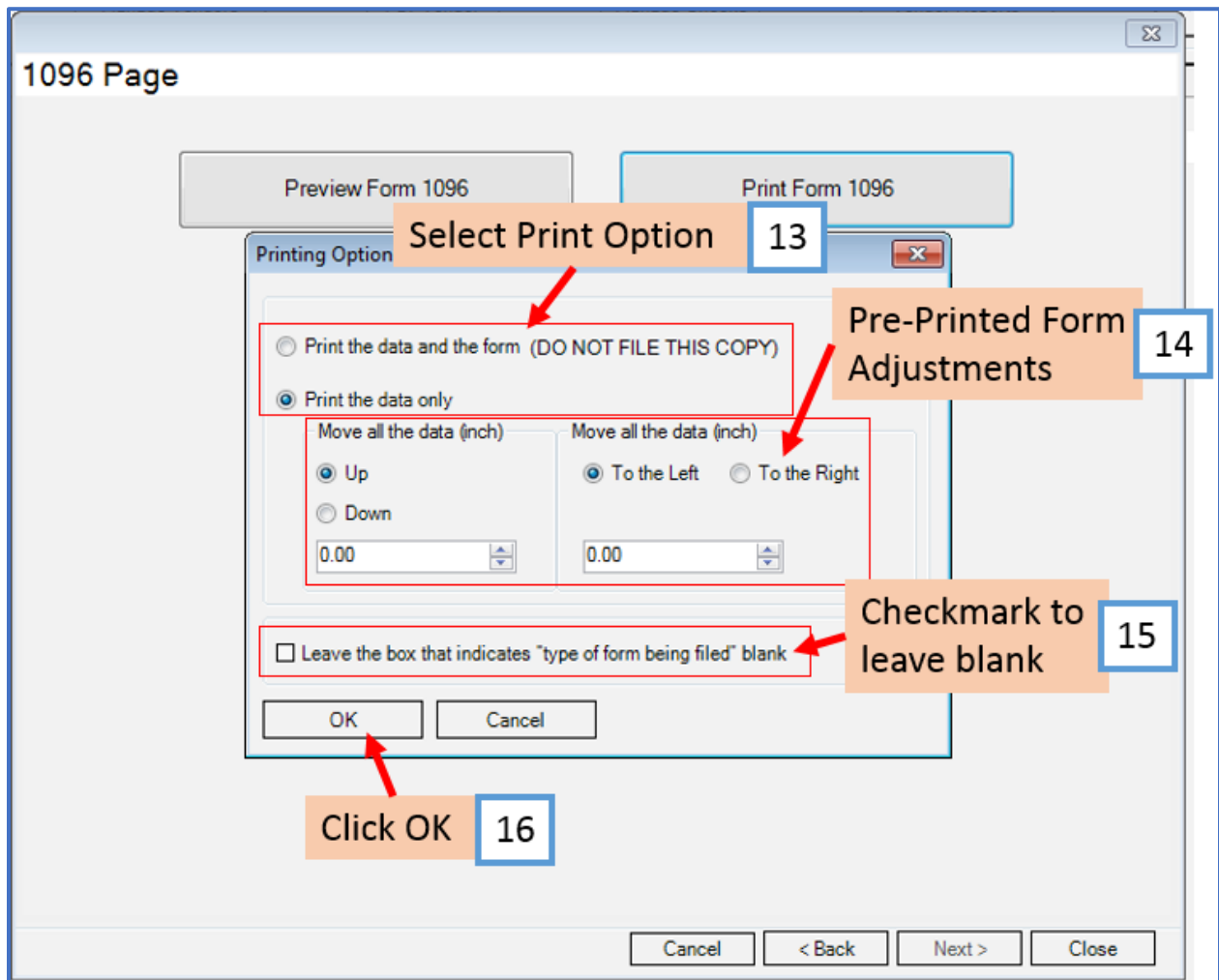


13. Select Print Option

14. Apply Pre-Printed Form Adjustments (as needed in .05 increments)

15. Checkmark to leave "type of form being filed" blank if applicable

16. Click OK



17. Select Printer

18. Click OK

