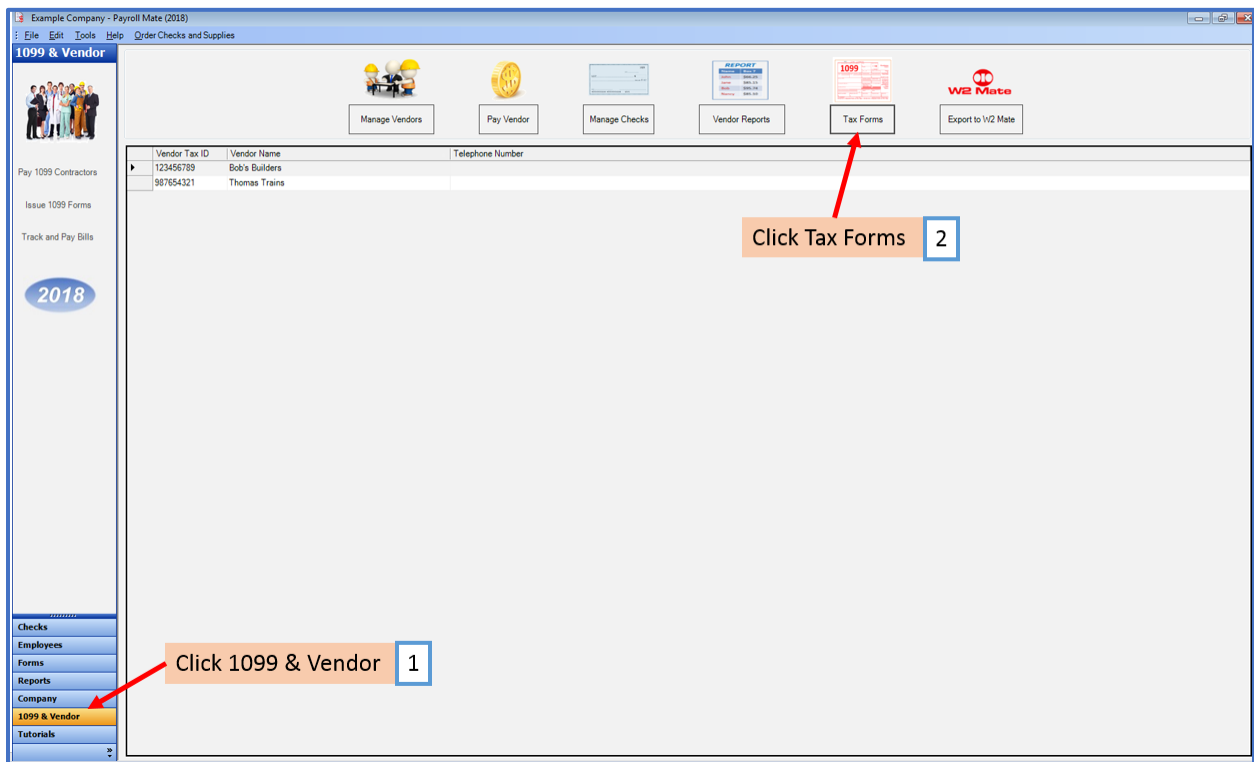# How to Print Form 1096 in Payroll Mate

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
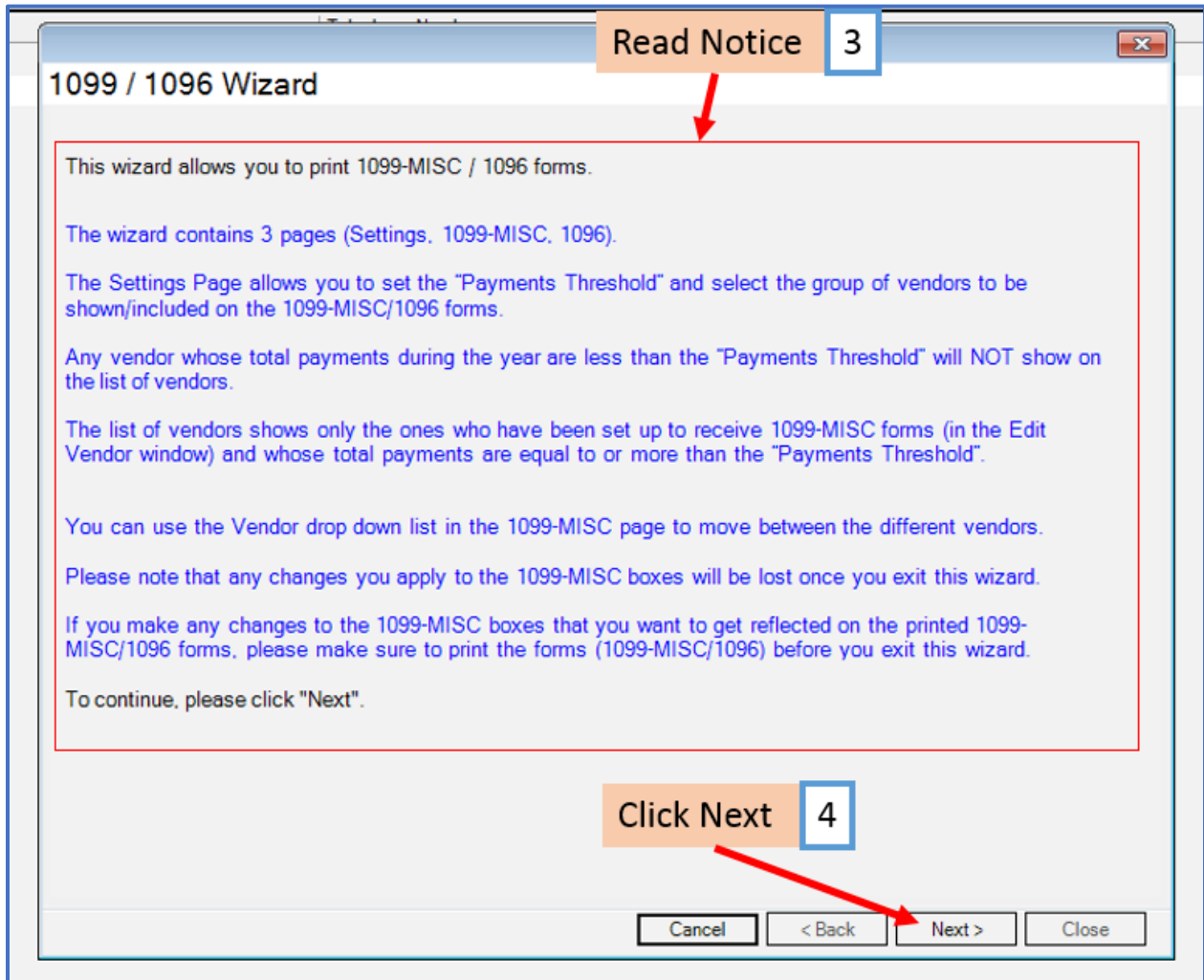
Make sure you have the correct Company open inside Payroll Mate

1. Click 1099 & Vendor from Shortcuts

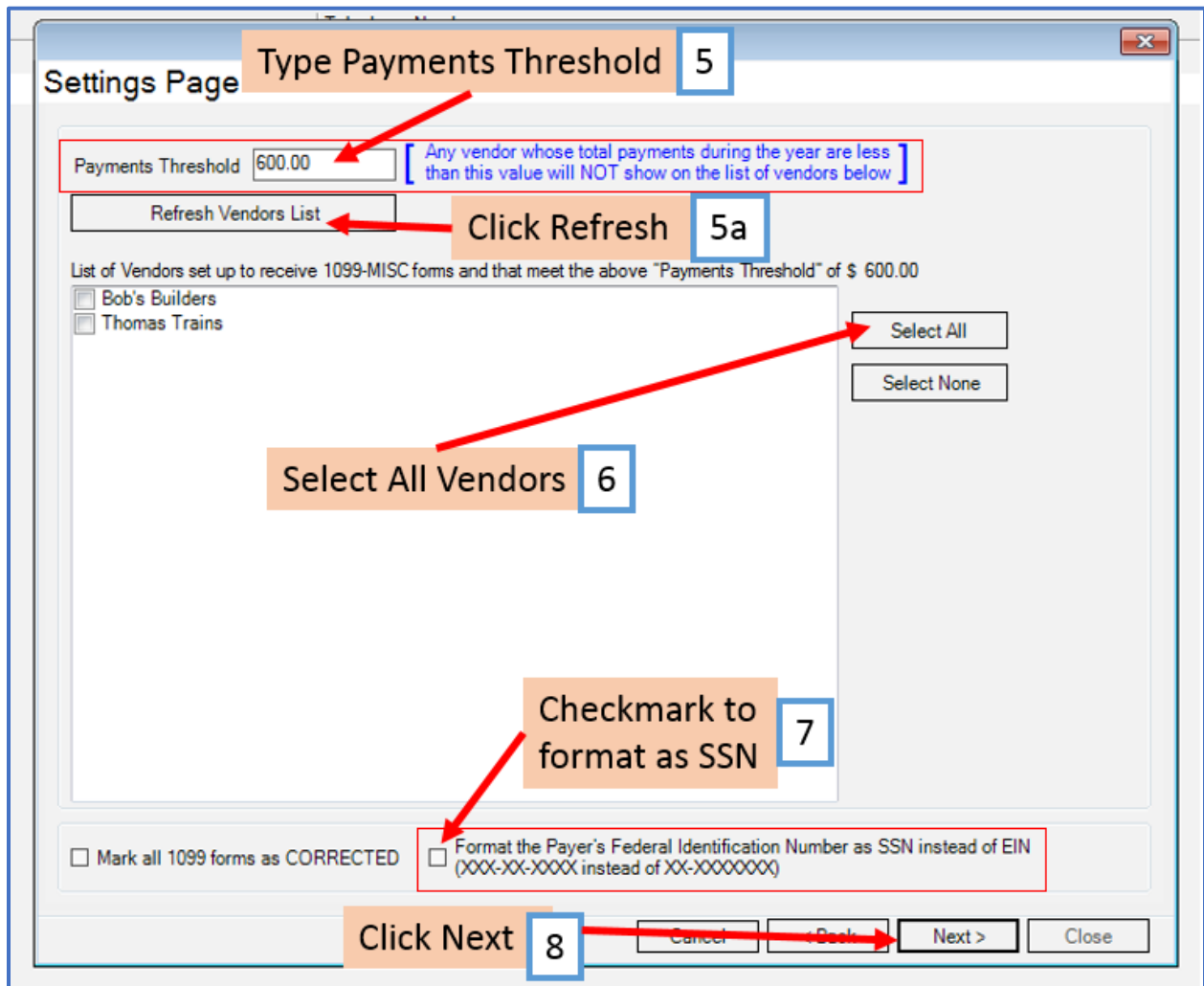2. Click Tax Forms

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
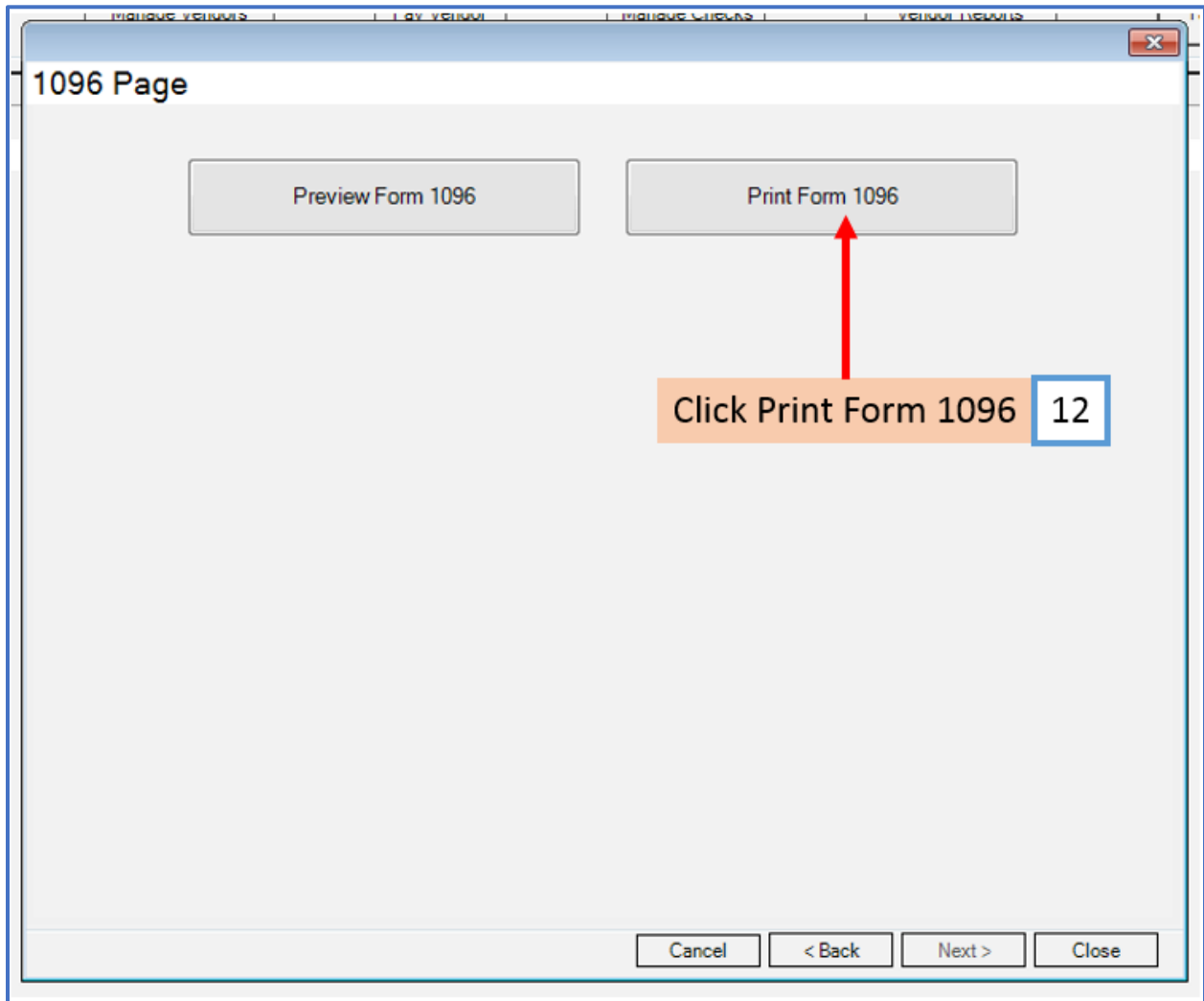
8. Click Next

9. Confirm Vendor

10. Confirm Data

11. Click Next

12. Click Print Form 1096

1096 Page

Preview Form 1096   Print Form 1096

Click Print Form 1096   12
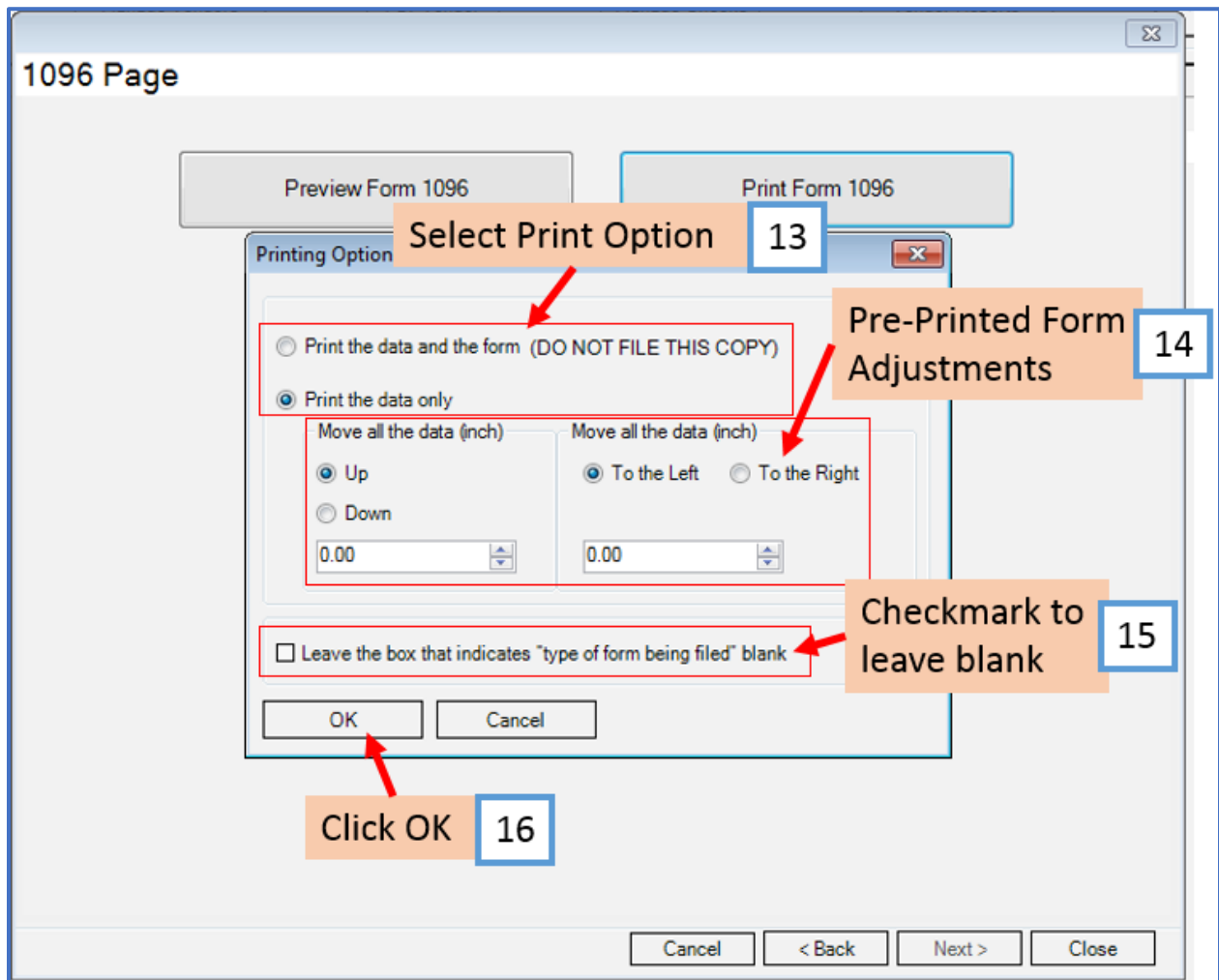
Cancel   < Back   Next >   Close

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