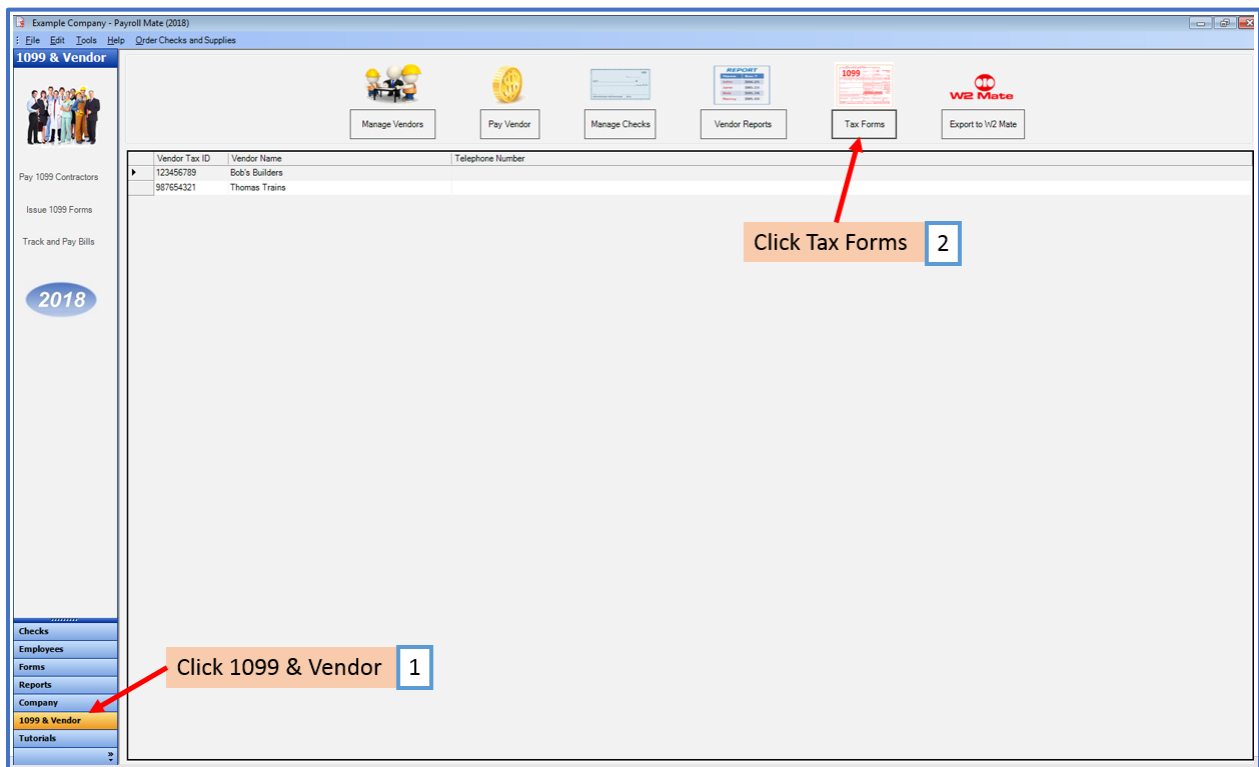


How to Print 1099-MISC Copy A Form in Payroll Mate

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 the Red Pre-Printed IRS 1099-MISC Copy A Form.

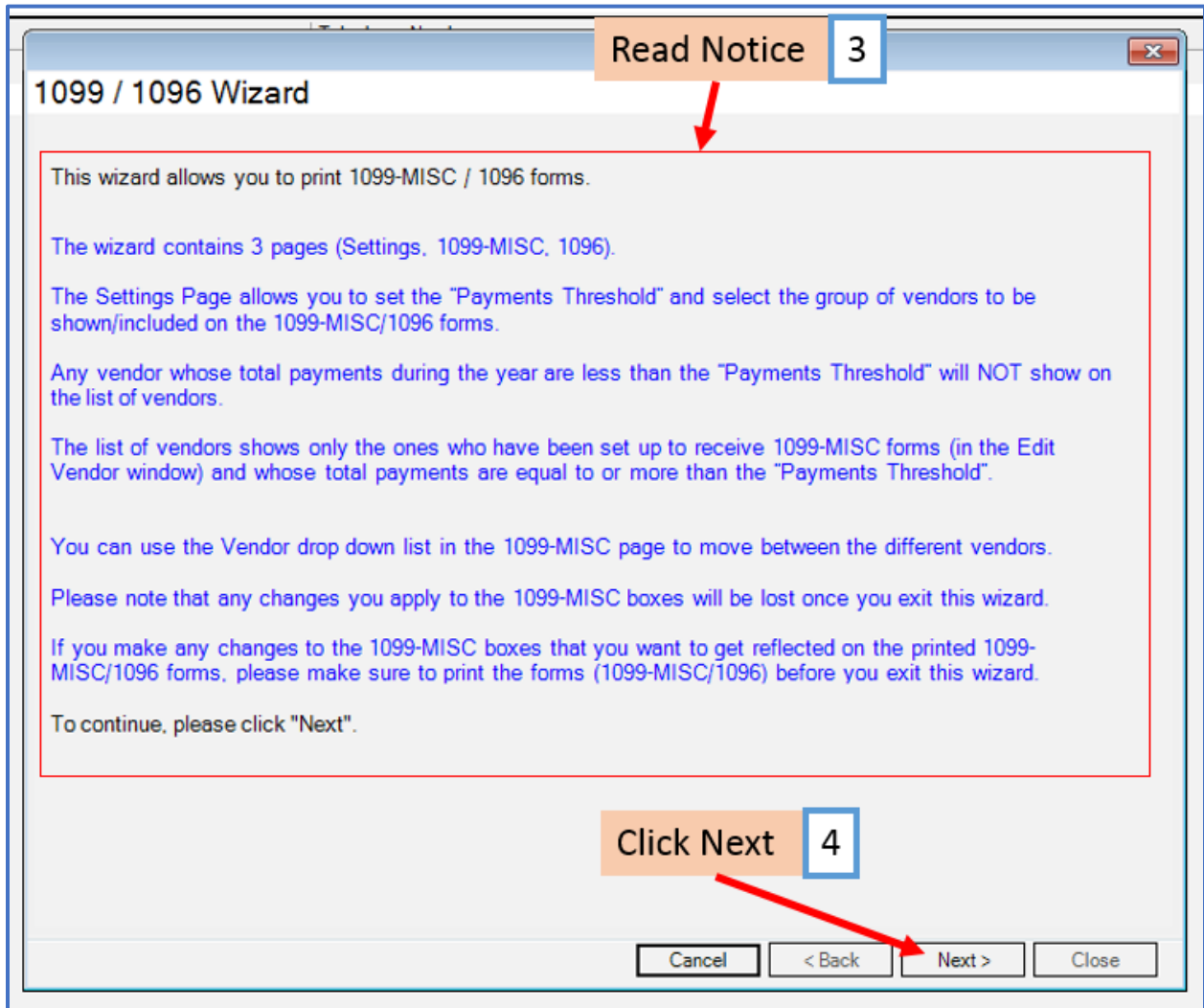
Make sure you have the correct Company open inside Payroll Mate

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



3. Read Notice

4. Click Next



5. Type Payments Threshold

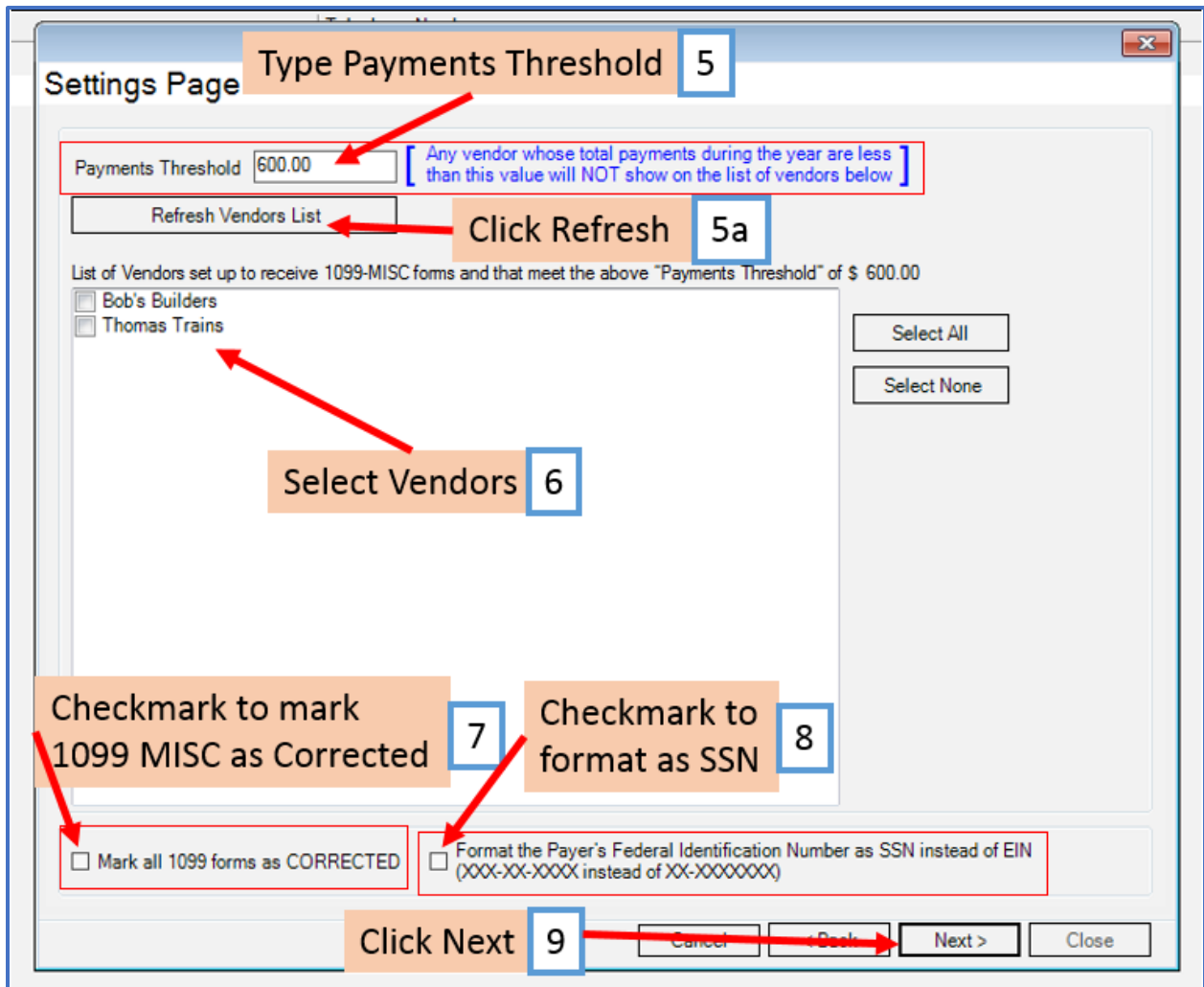
5a. If Payment Threshold is changed, Click Refresh

6. Select Vendors to print 1099-MISC forms (required)

7. Checkmark to mark ALL forms as Corrected if applicable

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

9. Click Next



10. Select Vendor using drop-down

11. Edit Data as needed

12. Click Print

The screenshot shows the '1099-MISC Page' software interface. At the top, there is a title bar with '1099-MISC Page' and a window control icon. Below the title bar, there is a 'Vendor' dropdown menu with the text '[Use this drop-down list to move between different vendors]' and the selected vendor 'Bob's Builders'. To the right of the dropdown is a '1099-MISC' label and two buttons: 'Preview' and 'Print'. A red arrow labeled 'Select Vendor 10' points to the dropdown menu. Below the vendor information is a large form area with various input fields. A red arrow labeled 'Edit Data 11' points to the '1 Rents' field, which contains '0.00'. At the bottom right of the form area, there are two buttons: 'Print' and 'Close'. A red arrow labeled 'Click Print 12' points to the 'Print' button. At the bottom of the window, there are four buttons: 'Cancel', '< Back', 'Next >', and 'Close'.

Field	Value
Account number	
1 Rents	0.00
2 Royalties	0.00
3 Other income	0.00
4 Federal income tax withheld	0.00
5 Fishing boat proceeds	0.00
6 Medical and health care payments	0.00
7 Nonemployee compensation	1200.00
8 Substitute payments in lieu of dividends or interest	0.00
9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale <input type="checkbox"/>	
10 Crop insurance proceeds	0.00
13 Excess golden parachute payments	0.00
14 Gross proceeds paid to an attorney	0.00
15a Section 409A deferrals	0.00
15b Section 409A income	0.00
16 State tax withheld	0.00
17 State/Payer's state no.	
18 State income	0.00

13. Select Vendor to Print (Current or All)

14. Select Print Data only

Note: To print data on a Pre-Printed Copy A form use the Print DATA Only selection

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

15. Click OK

The screenshot shows the '1099-MISC Page' window. At the top, there is a 'Vendor' dropdown menu with a callout box labeled '13' and the text 'Select current or all'. To the right of the dropdown are 'Preview' and 'Print' buttons. Below the dropdown is an 'Account number' field. A 'Printing Options' dialog box is open in the center, with a callout box labeled '14' and the text 'Print Data only-Preprinted form'. Inside this dialog, the 'Print the forms for:' section has 'The current vendor' selected. The 'Print the data and the form' section has 'Copy B For Receipts' selected. The 'Print the data only' section is selected, and it contains two 'Move all the data (inch)' sub-sections. The first sub-section has 'Up' selected, and the second has 'To the Left' selected. A callout box labeled '14a' and the text 'Form Adjustments' points to these sub-sections. At the bottom of the dialog, there are 'OK' and 'Cancel' buttons, with a callout box labeled '15' and the text 'Click OK' pointing to the 'OK' button. The background window shows various data fields for 1099-MISC forms, including '1 Rents', '3 Other', '5 Fishing', '7 Nonresidential', '9 Payer products', '13 Excess', '15a Section 409A deferrals', '15b Section 409A income', '16 State tax withheld', '17 State/Payer's state no.', and '18 State income'.

16. Select printer

17. Click OK

