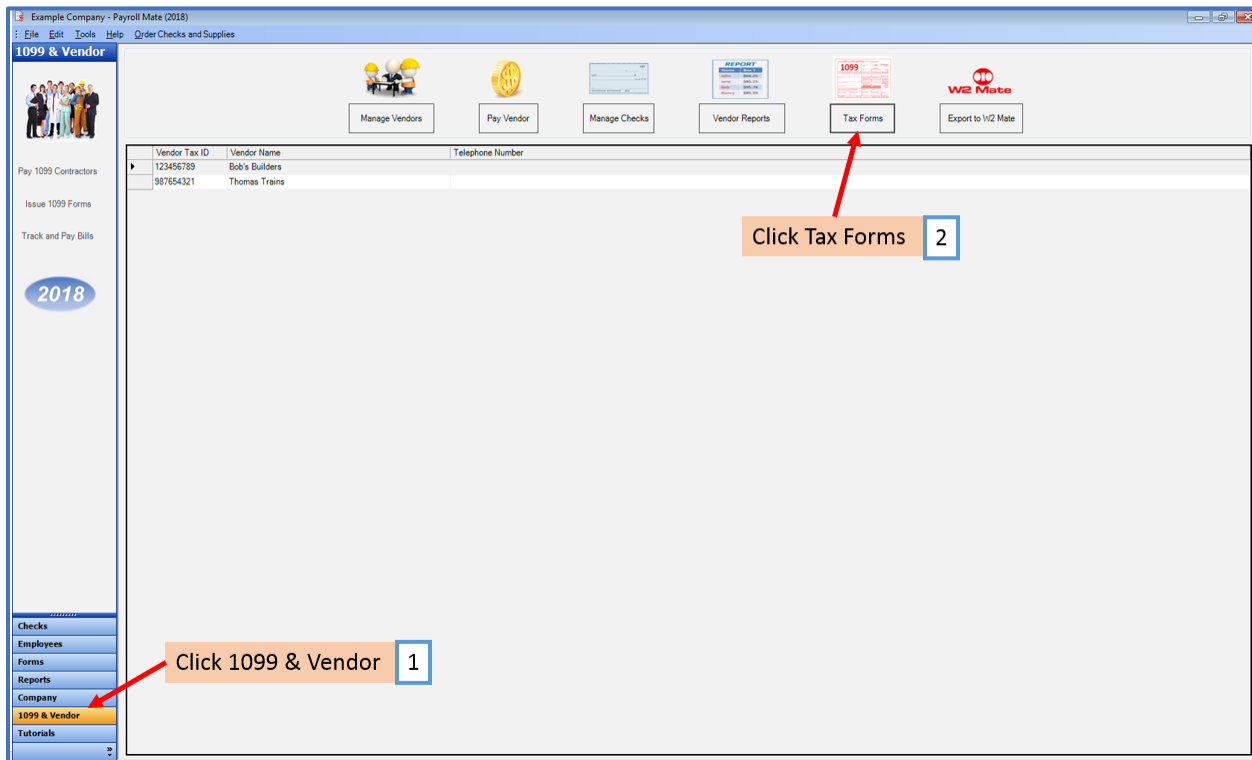


# How to Print 1099-MISC Recipient Forms in Payroll Mate

Note: In order to use this feature you must purchase and enable Payroll Mate Option #6 Vendor & 1099 Center. Payroll Mate will print all recipient copies of Form 1099-MISC on pre-printed forms or on blank paper

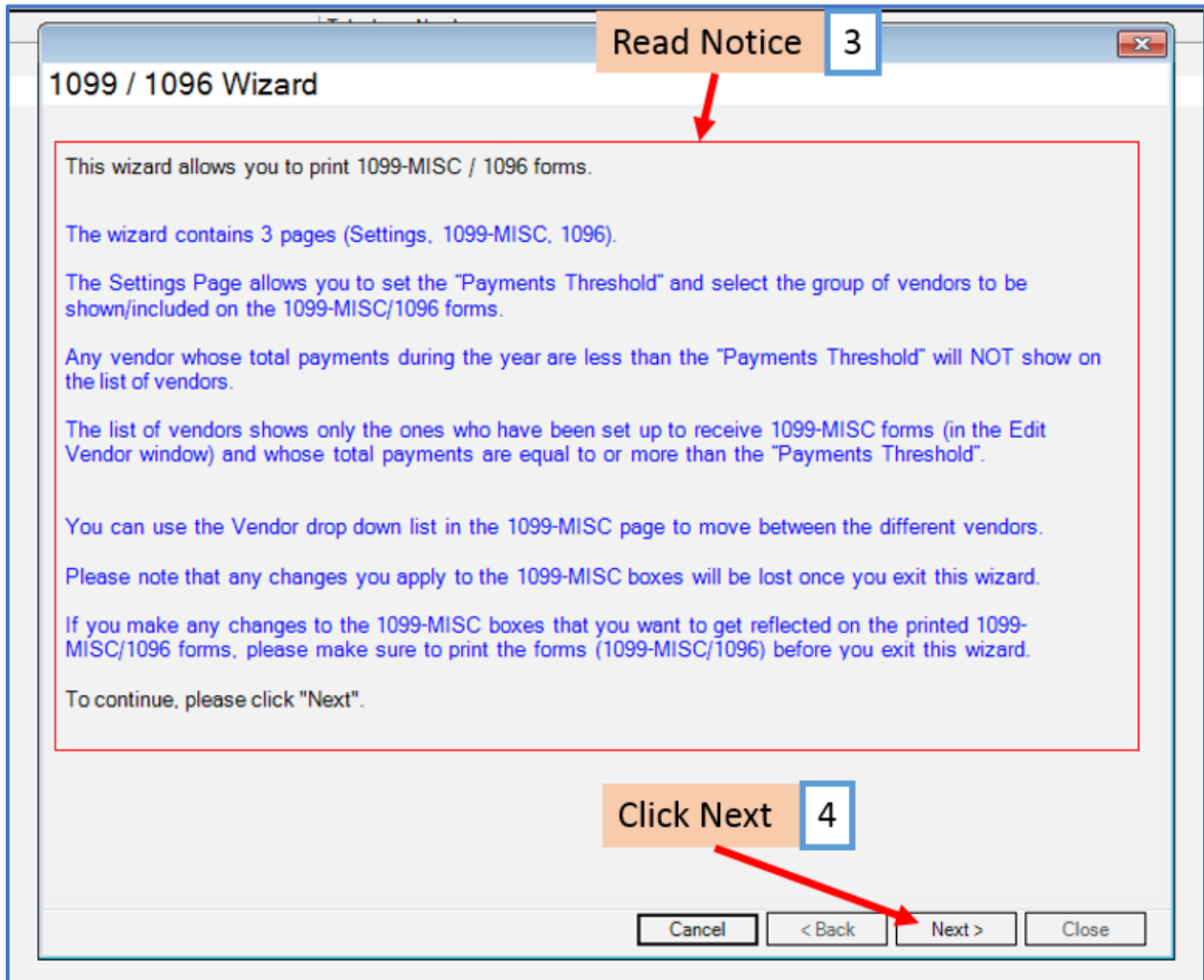
Make sure you have the correct Company open inside Payroll Mate

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 has 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

**Settings Page** Type Payments Threshold **5**

Payments Threshold  [ Any vendor whose total payments during the year are less than this value will NOT show on the list of vendors below ]

Click Refresh **5a**

List of Vendors set up to receive 1099-MISC forms and that meet the above "Payments Threshold" of \$ 600.00

Bob's Builders  
 Thomas Trains

Select Vendors **6**

Checkmark to mark 1099 MISC as Corrected **7**      Checkmark to format as SSN **8**

Mark all 1099 forms as CORRECTED       Format the Payer's Federal Identification Number as SSN instead of EIN (XXX-XX-XXXX instead of XX-XXXXXXXX)

Click Next **9**

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 buttons for 'Cancel', '< Back', 'Next >', and 'Close'. A red arrow labeled 'Click Print 12' points to the 'Print' button.

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 Option

Note: To print a Vendor copy on blank paper select the correct copy to print from the drop-down menu

To print data on any Pre-Printed form use the Print DATA Only selection for all copies of Pre-Printed forms

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 the text 'Select current or all' and a blue box with the number '13'. To the right are 'Preview' and 'Print' buttons. Below the Vendor dropdown is an 'Account number' field. A 'Printing Options' dialog box is open, showing two main sections. The first section, 'Print the forms for:', has two radio buttons: 'The current vendor' (selected) and 'All the vendors'. The second section, 'Print the data and the form', has a dropdown menu set to 'Copy B For Recipient' and a radio button for 'Print the data only' (selected). Below this are two columns for 'Move all the data (inch)'. The left column has 'Up' (selected) and 'Down' radio buttons, and a spinner box set to '0.00'. The right column has 'To the Left' (selected) and 'To the Right' radio buttons, and a spinner box set to '0.00'. A blue box with '14' points to the 'Print the data and the form' section. A blue box with '14a' points to the spinner boxes. At the bottom of the dialog are 'OK' and 'Cancel' buttons, with a blue box and '15' pointing to the 'OK' button. The background window shows a list of items with amounts: '1 Rents 0.00', '3 Other 0.00', '5 Fishin 0.00', '7 Noner 1200.00', '9 Payer products', '13 Exce 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'. At the bottom of the window are 'Cancel', '< Back', 'Next >', and 'Close' buttons.

16. Select Printer

17. Click OK

