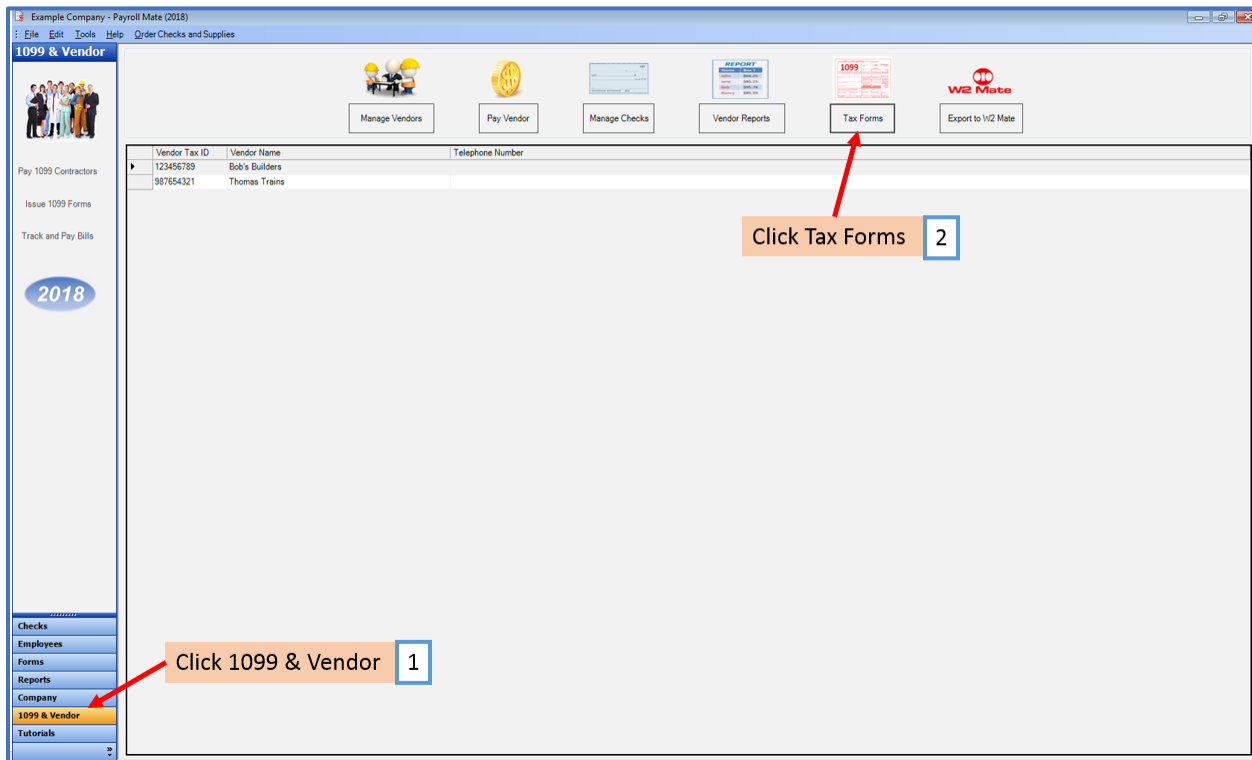# How to Print 1099-MISC Recipient Forms in Payroll Mate

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
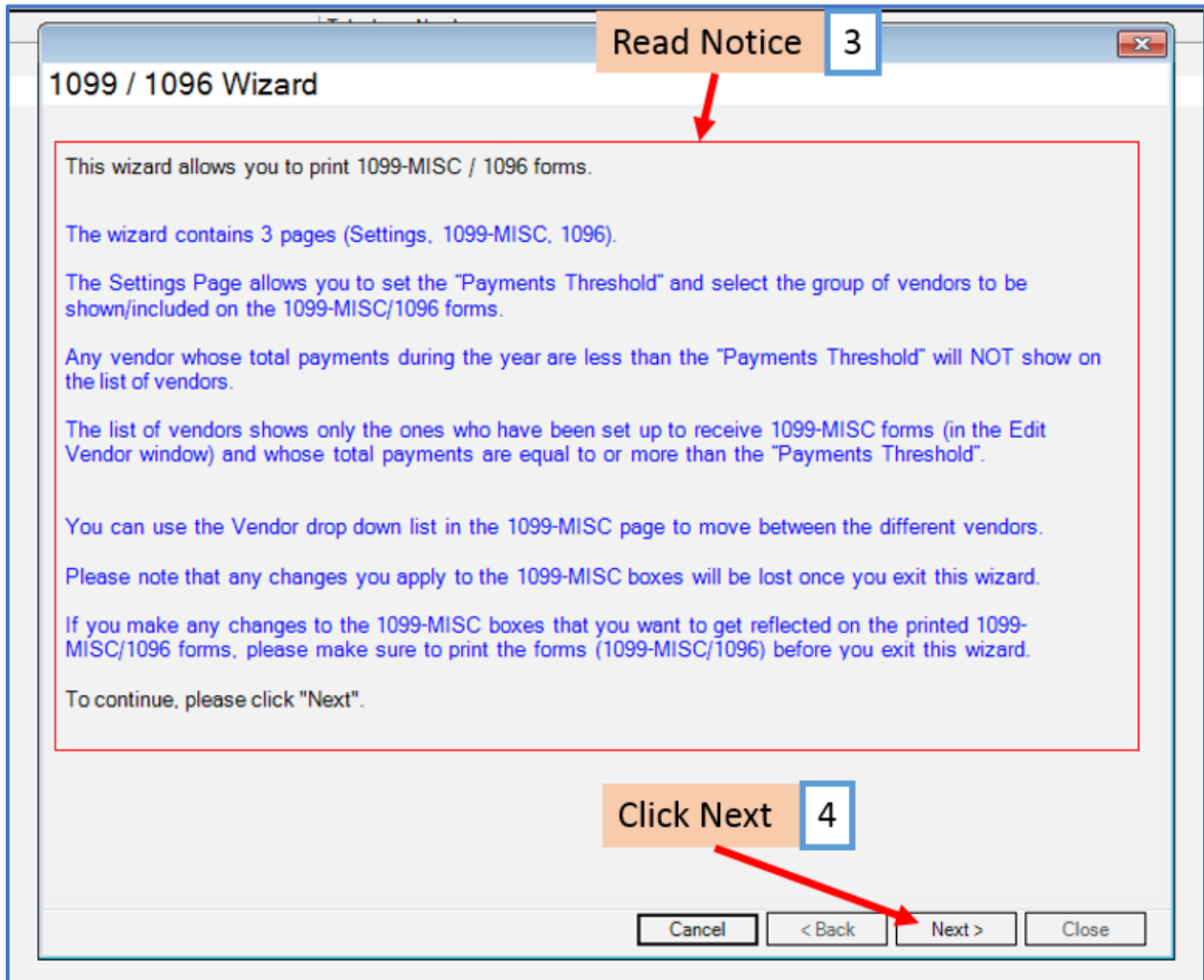
Make sure you have the correct Company open inside Payroll Mate

1. Click 1099 & Vendor from Shortcuts

2. Click Tax Forms

3. Read Notice

4. Click Next

1099 / 1096 Wizard

Read Notice 3

This wizard allows you to print 1099-MISC / 1096 forms.

The wizard contains 3 pages (Settings, 1099-MISC, 1096).

The Settings Page allows you to set the "Payments Threshold" and select the group of vendors to be shown/included on the 1099-MISC/1096 forms.

Any vendor whose total payments during the year are less than the "Payments Threshold" will NOT show on the list of vendors.

The list of vendors shows only the ones who have been set up to receive 1099-MISC forms (in the Edit Vendor window) and whose total payments are equal to or more than the "Payments Threshold".

You can use the Vendor drop down list in the 1099-MISC page to move between the different vendors.

Please note that any changes you apply to the 1099-MISC boxes will be lost once you exit this wizard.

If you make any changes to the 1099-MISC boxes that you want to get reflected on the printed 1099-MISC/1096 forms, please make sure to print the forms (1099-MISC/1096) before you exit this wizard.

To continue, please click "Next".

Click Next 4

Cancel   < Back   Next >   Close

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

10. Select Vendor using drop-down

11. Edit Data as needed

12. Click Print

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

16. Select Printer

17. Click OK