W2 Mate

Best Value in W2 1099 Software
www.W2Mate.com

How to print 1099-INT Forms

- Open W2 Mate software. If you do not have a copy of W2 Mate you can download a free demo from www.W2Mate.com
- Click on "1099 & 1098 Recipients" icon from the left toolbar inside W2 Mate.
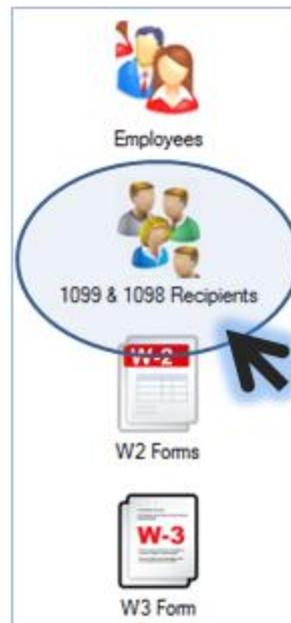
- Create a new 1099-INT recipient by clicking "New 1099 / 1098" recipient. In the dialog that comes up enter basic recipient information such as name, address, tax id and so on. Make sure to check "Form 1099-INT" under the list of "Types of 1099 Forms Received". When you are done click OK. Repeat this step for each recipient you want to add.

- Now we need to navigate to the 1099-INT screen inside W2 Mate. Click the "1099 and 1098 Forms" icon from the left toolbar inside W2 Mate.

- Under "Form Type" click Select.

- In the dialog that comes up select "Form 1099-INT" and click OK.

- You should see a screen similar to the one shown below

- To navigate to a certain 1099-INT recipient click on "Select" button under "1099 Recipient". In the dialog that comes up select the recipient you want and click OK.

- Now fill out the 1099-INT boxes for this recipient. You should be able to fill the following boxes:

  Box 1. Interest Income

  Box 2. Early Withdrawal Penalty

  Box 3. Interest on U.S. Savings Bonds and Treas. Obligations

  Box 4. Federal Income Tax Withheld

  Box 5. Investment Expenses

  Box 6. Foreign Tax Paid

  Box 7. Foreign Country or U.S. Possession

  Box 8. Tax-Exempt Interest

  Box 9. Specified Private Activity Bond Interest

  Box 10. Tax-Exempt Bond CUSIP No.

  Box 11. State

  Box 12. State Identification No.
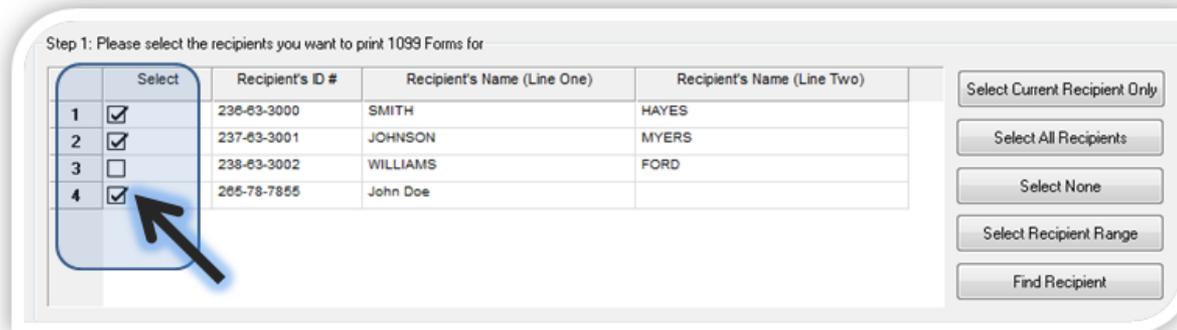
  Box 13. State Tax Withheld

- When you are done entering 1099-INT boxes for a recipient click the save button to save your changes.

- To print one or more 1099-INT forms click the "Print" button.

- In the dialog that comes up select one or more recipients.

- To print 1099-INT recipient copy on regular white paper select "Print a recipient / payer copy" option and select "Copy B For Recipient " from the drop down list.
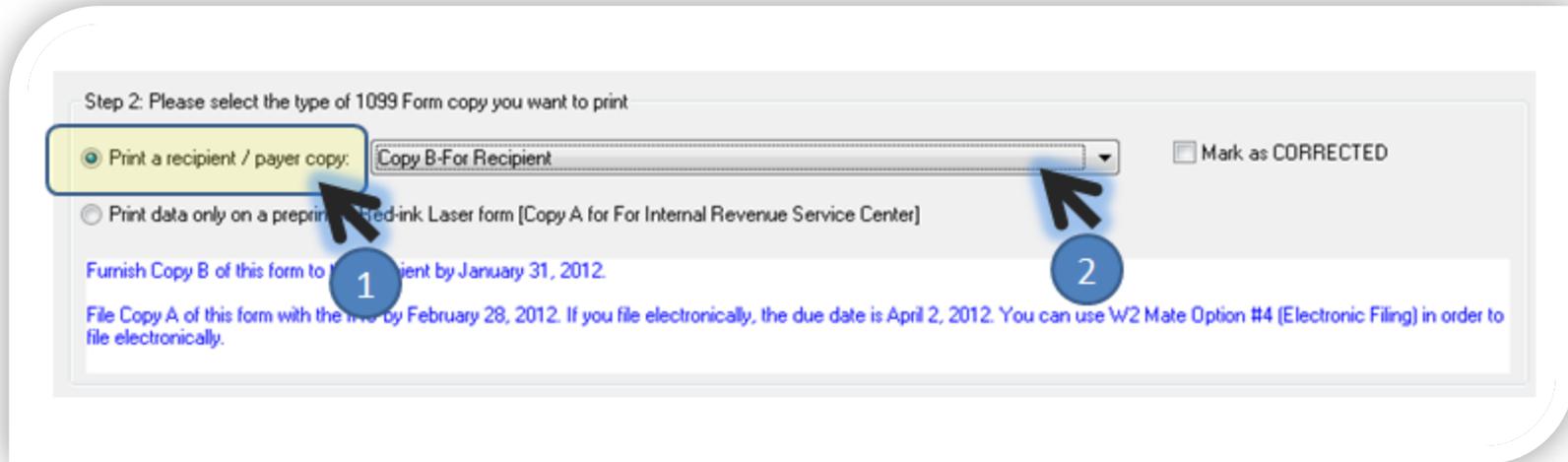

Step 2: Please select the type of 1099 Form copy you want to print

- Print a recipient / payer copy: [Copy B-For Recipient   ▼]   ☐ Mark as CORRECTED

- Print data only on a preprinted Red-ink Laser form [Copy A for For Internal Revenue Service Center]

Furnish Copy B of this form to the recipient by January 31, 2012.

File Copy A of this form with the IRS by February 28, 2012. If you file electronically, the due date is April 2, 2012. You can use W2 Mate Option #4 (Electronic Filing) in order to file electronically.

- To print Federal 1099-INT Copy A (the copy you send to the IRS) select "Print data only on a preprinted Red-ink Laser form [Copy A for For Internal Revenue Service Center]". Please make sure to feed your printer with pre-printed 1099-INT forms.
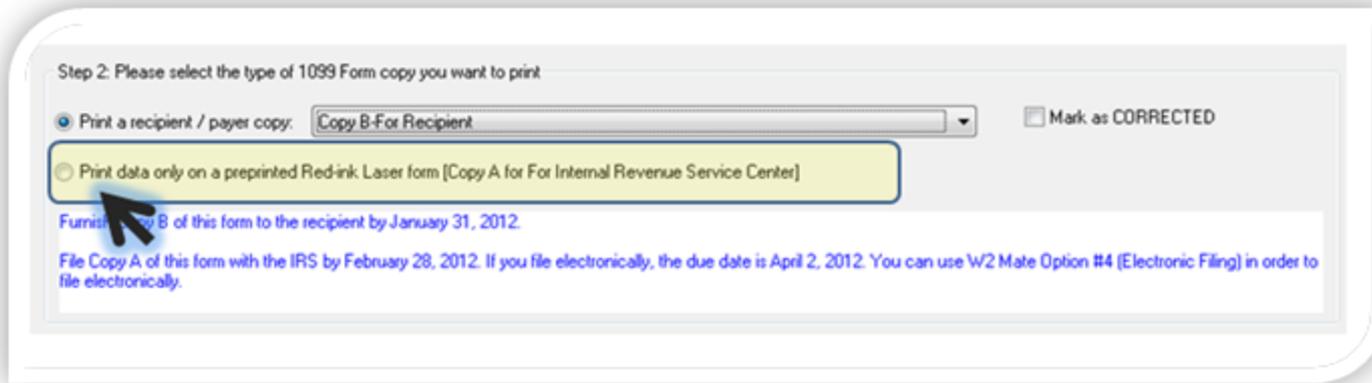
- If the 1099-INT boxes do not align properly on the pre-printed form you can use the horizontal and vertical offsets controls in order to move data up and down, left and right.

Please note the following:

- If you are importing 1099-INT data from QuickBooks, Sage Peachtree, Sage DacEasy, Microsoft Dynamics or Excel /CSV then you do not need to enter any data manually. You follow the wizard to do the import and then simply print your 1099-INT forms.

- You can order pre-printed laser forms (Copy-A for the IRS) from www.W2Mate.com

- To read the IRS 1099-INT instructions please go to http://www.irs.gov/instructions/i1099int/ar02.html

- You can use the W2 Mate 1099 electronic filing option if you do not wish to file on paper or if you are required by the IRS to file electronically.