

Creating a New Company inside Payroll Mate Software Video Transcript

When you open Payroll Mate, you will always be asked to check for updates. Click "Yes" and any available updates will download and install automatically.

Payroll Mate supports up to 10 companies with up to 75 employees each. (If more are needed, adding option #3 extends support for up to 100 companies with up to 1000 employees each).

To create a new company in Payroll Mate...

Select File > New Company

This will open the "New Company" Wizard.

Click "Next"

Fill in all of the boxes for your company's general information. This information will decide the company file name, and this company name will reflect on all forms and materials that you print from Payroll Mate.

click "Next"

Choose your company type. Most companies are 941 filers. You can contact the IRS at 800-829-4933 to determine whether you are a 941 or a 944 filer.

Enter the Employer Identification Number that you received from the IRS.

You have the option of rounding your Federal Income Tax to the nearest dollar.

Control number and establishment number are numbers you create for your own purposes.

click "Next"

Enter the State Tax ID and Unemployment account number that you received from your state tax authorities.

Enter the State Unemployment rate for each quarter as was provided to you by your state unemployment agency (this rate varies from one employer to another and from one state to another). The rate is a percentage but enter it as a number. Example: for 1.5% enter 1.5.

Enter the Wage Base as provided by your state (cap amount of wages earned per employee that is subject to unemployment tax as determined by your state authorities). DON'T ENTER ZERO.

You have the option of rounding your State Income Tax to the nearest dollar, and hiding the employee's SSN.

Make sure you get the proper information from your State Tax Authorities.

click "Next"

CONGRATULATIONS!

You have completed the basic company setup for your new company.

Click "Finish".

Your company information is now saved in Payroll Mate.

Depending on your state, there might be a State Disability Insurance paid by the employer, the employee, or both. You'll need to get your disability insurance rate from your state taxing authorities.

You will need to enter both the rate and the wage base.

Use the upper two boxes if the insurance is paid by the employee, and the lower two boxes if the insurance is paid by the employer (or both).

Changes are only saved after you press "Update".

In Payroll Mate you can create up to 10 companies using this process.

(if more are needed, adding Option #3 extends support for up to 100 companies)

Thank you for trusting Payroll Mate!