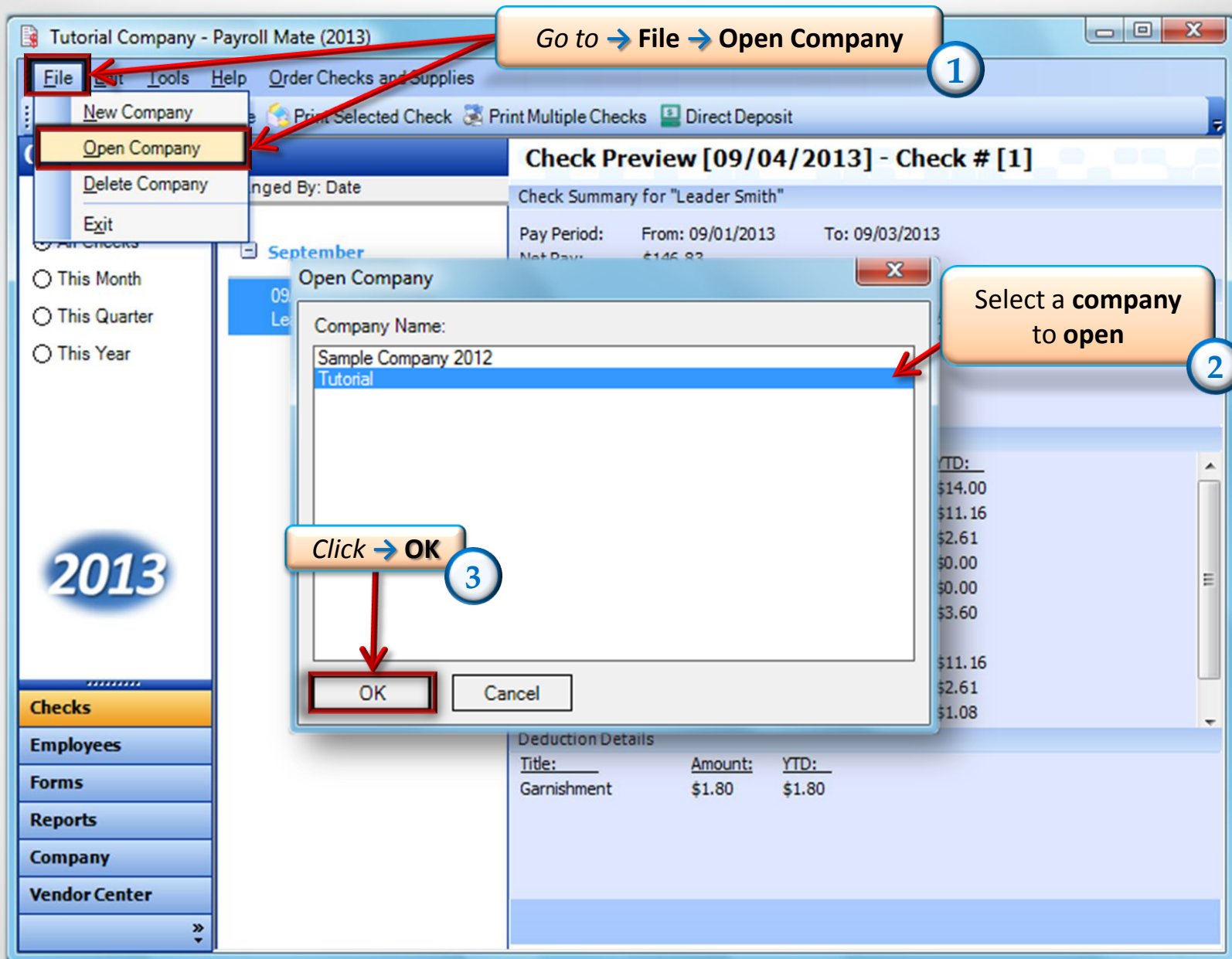


# How to Delete a Company in Payroll Mate®

Start by Opening your  
**Payroll Mate**  
Program



[www.PayrollMate.com](http://www.PayrollMate.com) (800)-507-1992



**Go to → File → Delete Company** 4

Tutorial Company - Payroll Mate (2013)

File Edit Tools Help Order Checks and Supplies

New Company  
Open Company  
**Delete Company**  
Exit

General Information Federal Tax Information State Tax Information

Income Categories Tax Categories Deduction Categories

Company Name: Tutorial Company

Address1: 145 Help Ln

Address2:

City: Question

State: TX

Zip Code: 56478

Contact Name: Helpers

Telephone Number: (457) 862-1453

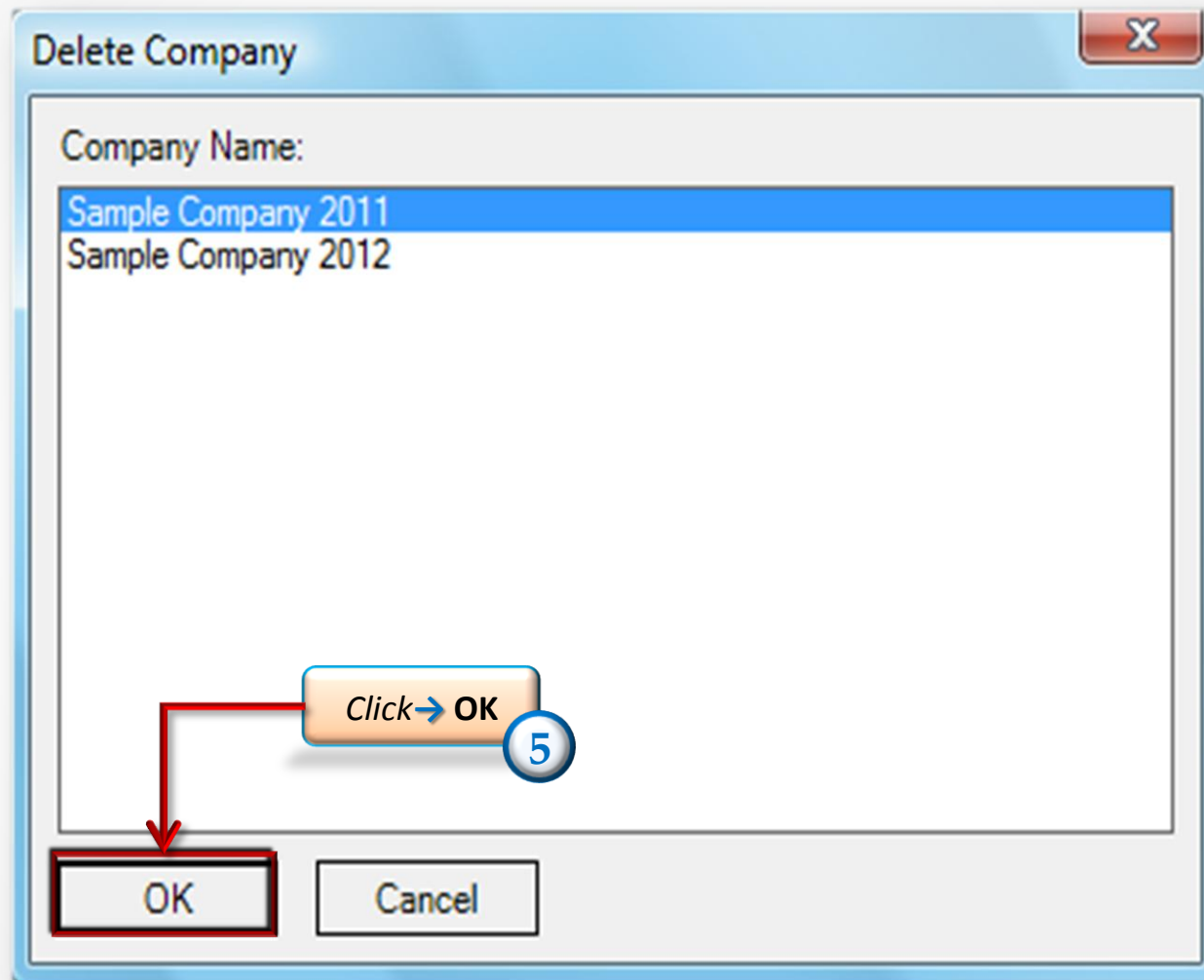
Fax Number:

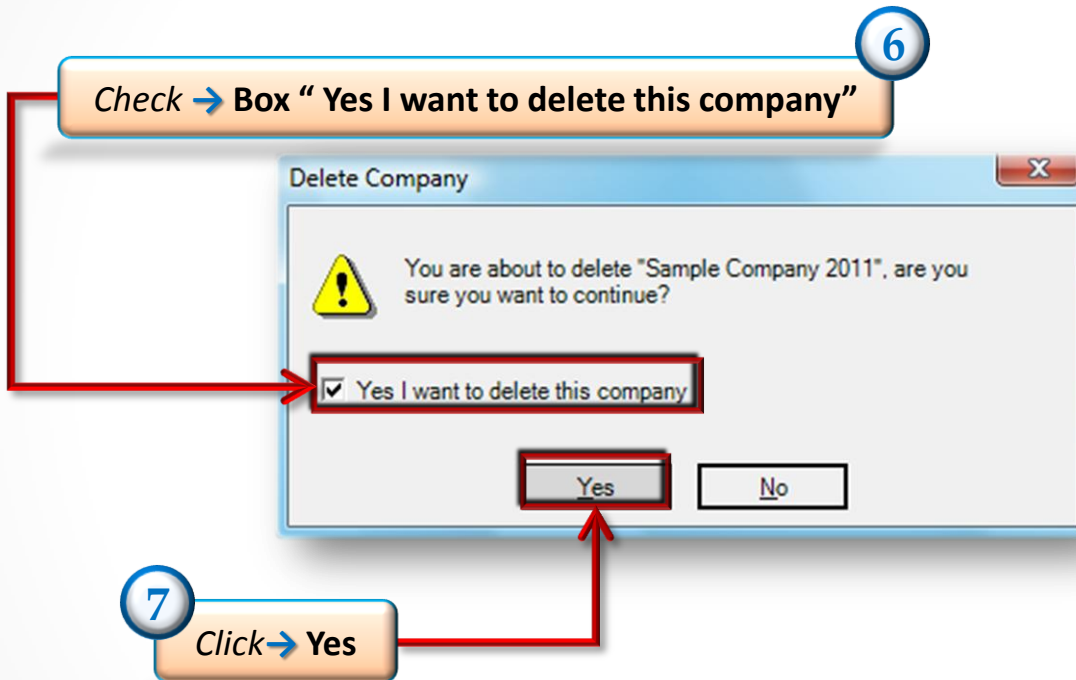
E-mail Address: Helpus@example.com

Update

2013

Checks  
Employees  
Forms  
Reports  
**Company**  
Vendor Center







*Congratulations! You now know how to delete a company.*

[www.PayrollMate.com](http://www.PayrollMate.com)

1-800-507-1992