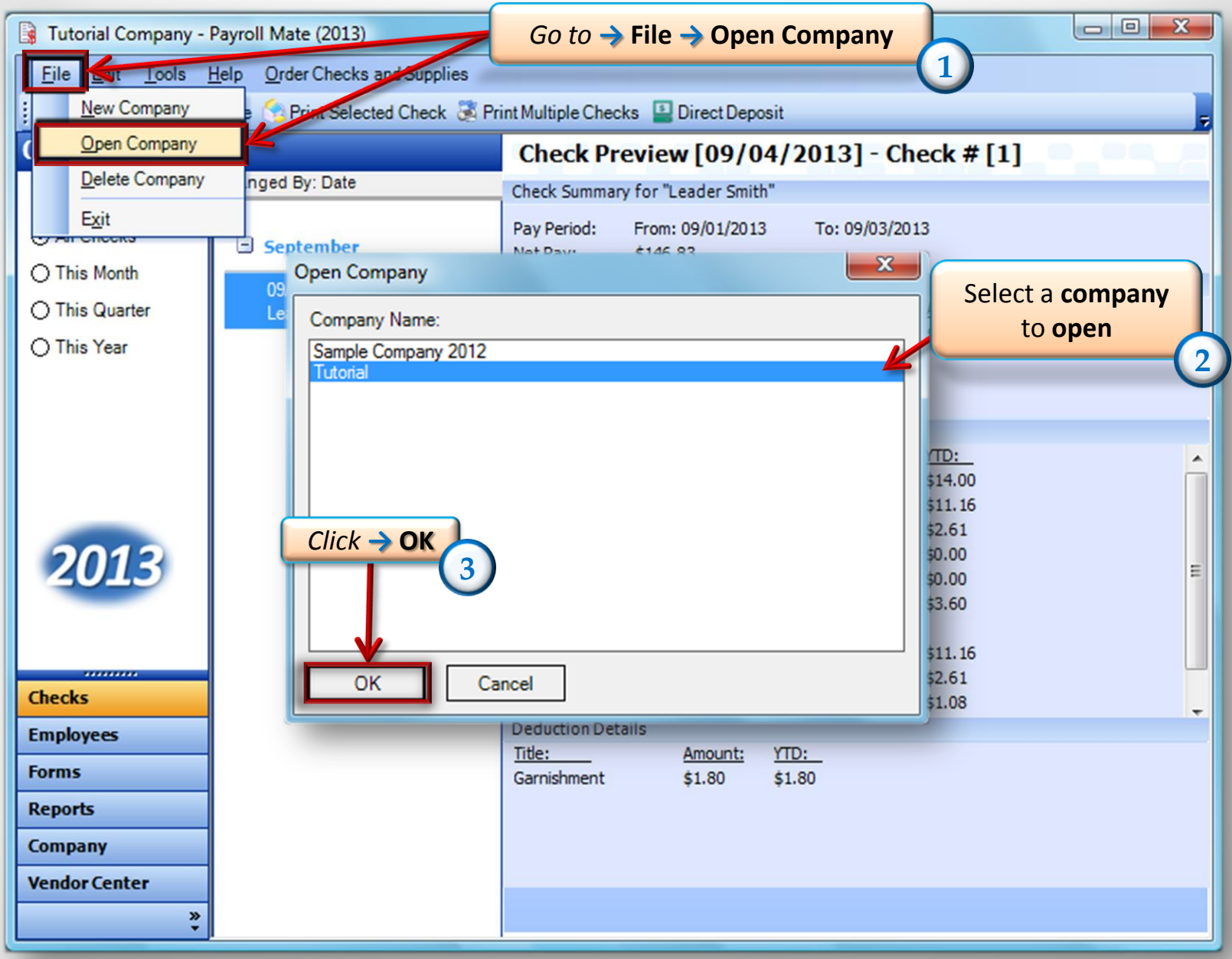
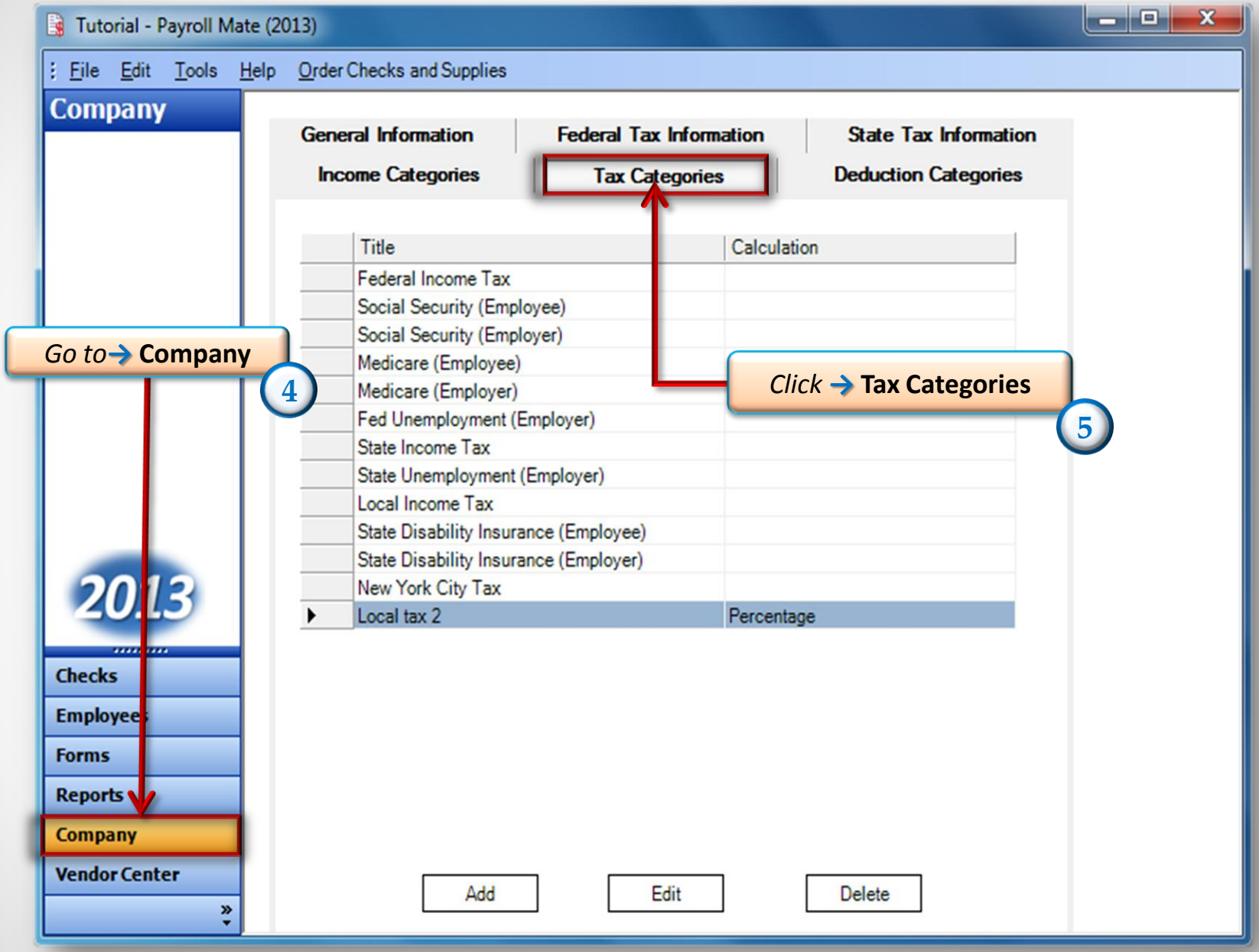
How to Edit a Tax Category in Payroll Mate®

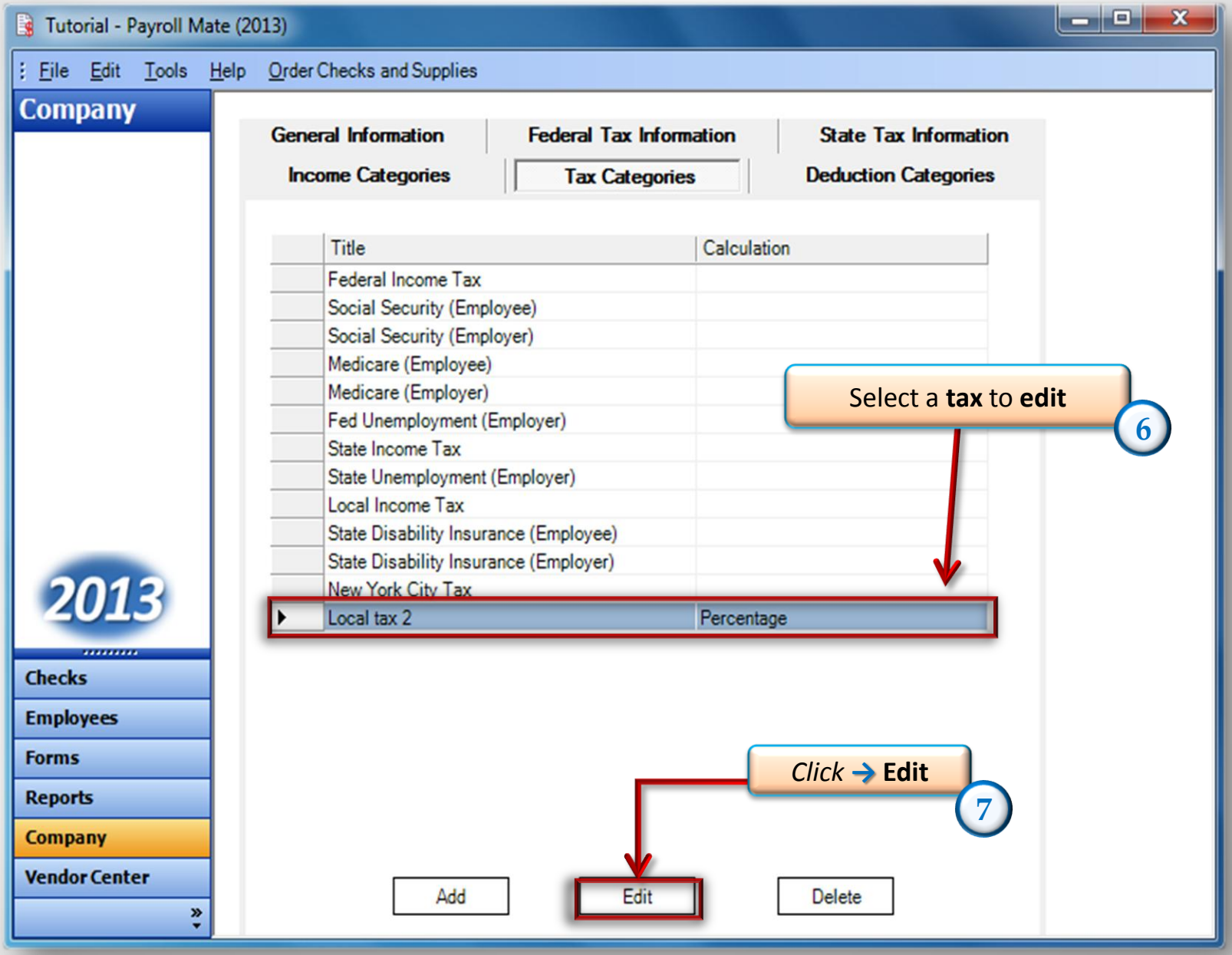
Start by Opening your

Payroll Mate

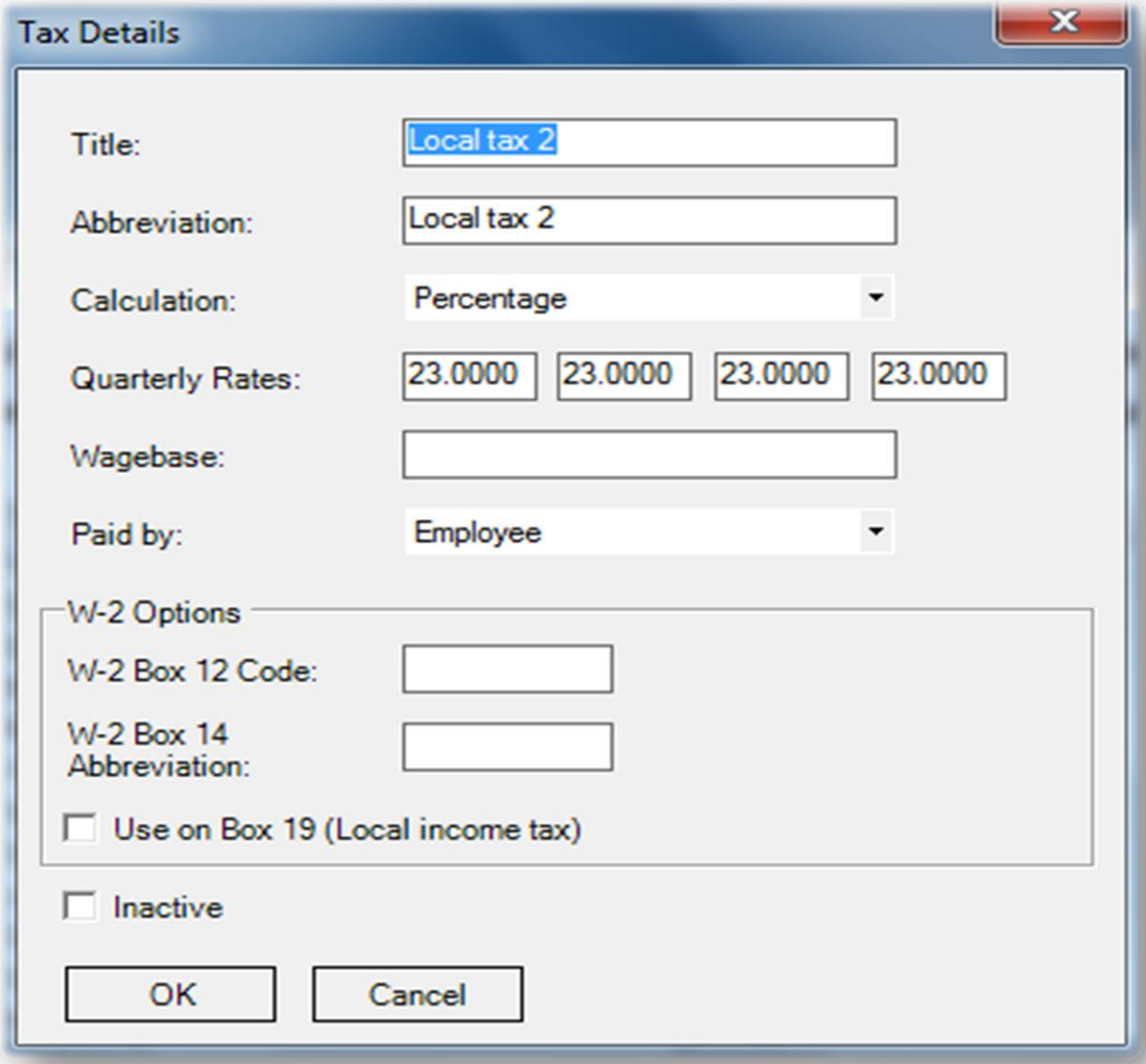
Program


Tutorial Company - Payroll Mate (2013)
Go to → File → Open Company
1
File
Tools
Help
Order Checks and Supplies
New Company
Open Company
Delete Company
Exit
Print Selected Check
Print Multiple Checks
Direct Deposit
Check Preview [09/04/2013] - Check # [1]
Check Summary for "Leader Smith"
Pay Period:
From: 09/01/2013
To: 09/03/2013
This Month
This Quarter
This Year
2013
Checks
Employees
Forms
Reports
Company
Vendor Center
Open Company
Company Name:
Sample Company 2012
Tutorial
Select a company to open
2
Click → OK
3
OK
Cancel
Deduction Details
Title:
Amount:
YTD:
Garnishment
$1.80
$1.80


Tutorial - Payroll Mate (2013)
File Edit Tools Help Order Checks and Supplies
Company
General Information
Federal Tax Information
State Tax Information
Income Categories
Tax Categories
Deduction Categories
Title
Calculation
Federal Income Tax
Social Security (Employee)
Social Security (Employer)
Medicare (Employee)
Medicare (Employer)
Fed Unemployment (Employer)
State Income Tax
State Unemployment (Employer)
Local Income Tax
State Disability Insurance (Employee)
State Disability Insurance (Employer)
New York City Tax
Local tax 2
Percentage
Add
Edit
Delete
2013
Checks
Employees
Forms
Reports
Company
Vendor Center
Go to → Company
4
Click → Tax Categories
5


Tutorial - Payroll Mate (2013)
File
Edit
Tools
Help
Order Checks and Supplies
Company
General Information
Federal Tax Information
State Tax Information
Income Categories
Tax Categories
Deduction Categories
Title
Calculation
Federal Income Tax
Social Security (Employee)
Social Security (Employer)
Medicare (Employee)
Medicare (Employer)
Fed Unemployment (Employer)
State Income Tax
State Unemployment (Employer)
Local Income Tax
State Disability Insurance (Employee)
State Disability Insurance (Employer)
New York City Tax
Local tax 2
Percentage
Select a tax to edit
6
2013
Checks
Employees
Forms
Reports
Company
Vendor Center
Click → Edit
7
Add
Edit
Delete

In this screen you can edit the Tax category that was created. Once you are done editing click ok!



Congratulations. You have now edited a tax category!

www.PayrollMate.com

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