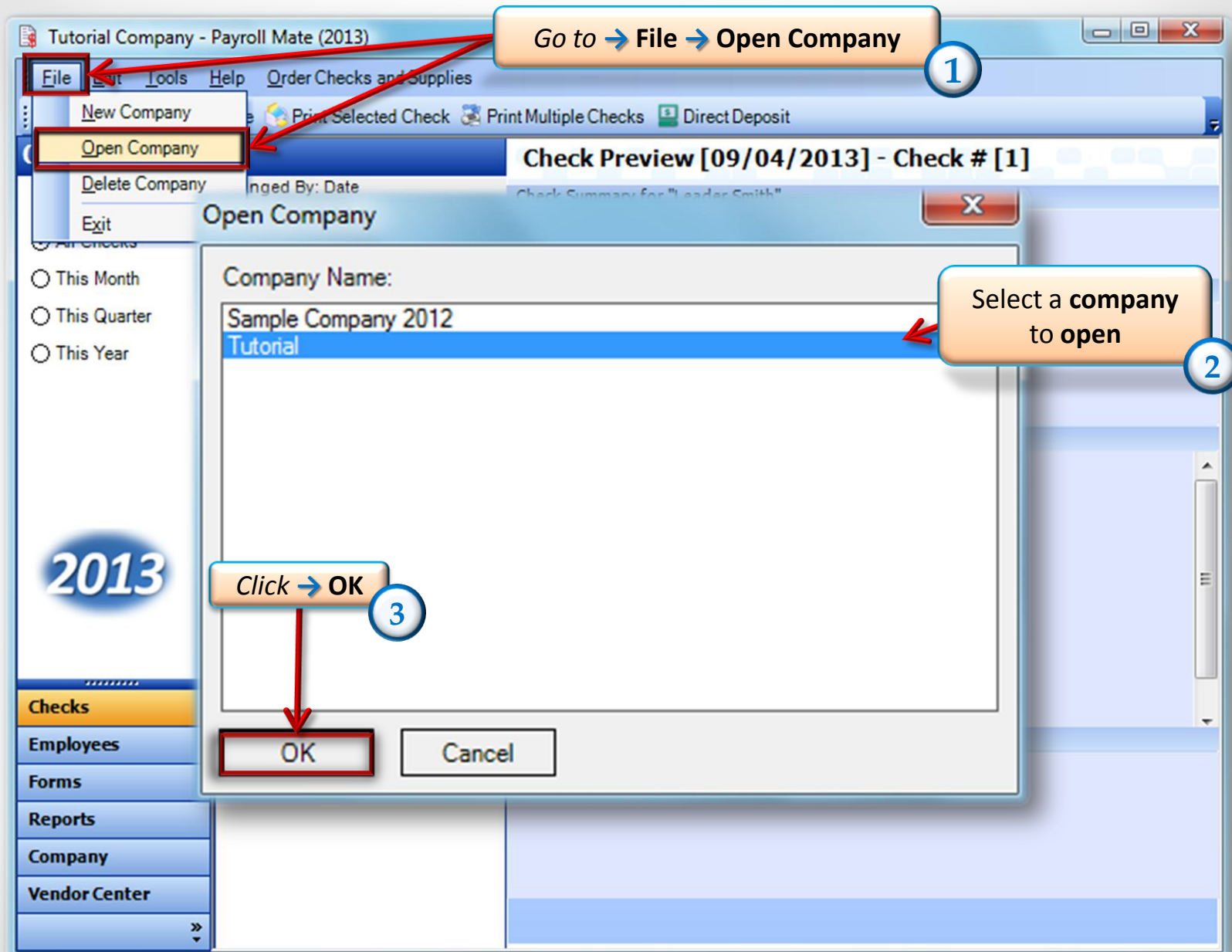


# *How to Round Federal Income Tax to the Nearest Dollar in Payroll Mate®*

Start by Opening your  
**Payroll Mate**  
Program





Tutorial Company - 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**

Company Type: Regular (Form 941)

Employer Identification Number: 45-6465465

Trade Name (if any):

☒ Round Federal Income Tax to the Nearest Dollar

W3 Information

Control Number: 45645645

Establishment Number: 78976754

Other EIN Used This Year: 67-549925

Update

Go to → Company

4

2013

Checks

Employees

Forms

Reports

Company

Vendor Center

Click → Federal Tax Information

5

Tutorial Company - 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
Company Type: Regular (Form 941)		
Employer Identification Number: 45-6465465		
Trade Name (if any):		
<input checked="" type="checkbox"/> Round Federal Income Tax to the Nearest Dollar		
W3 Information		
Control Number: 45645645		
Establishment Number: 78976754		
Other EIN Used This Year: 67-549925		

2013

Checks  
Employees  
Forms  
Reports  
**Company**  
Vendor Center

Click → Update

Update

Check the box  
"Round Federal Income tax  
to Nearest Dollar"

6

7



***Congratulations. The federal income tax will be rounded to the nearest dollar!***

**www.PayrollMate.com**

**1-800-507-1992**