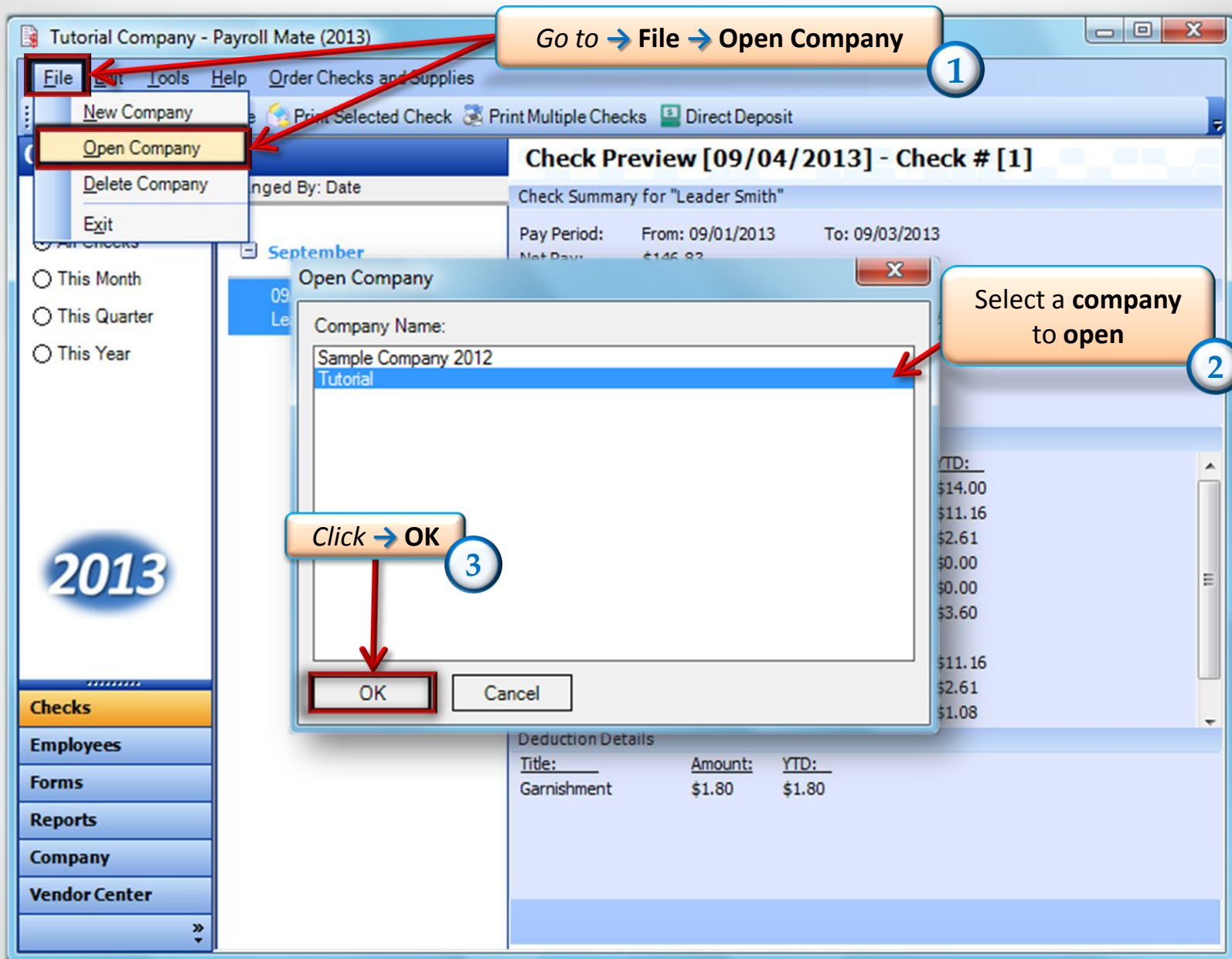


How to Round State Income Tax to the Nearest Dollar in Payroll Mate®

Start by Opening your
Payroll Mate
Program





Tutorial Company - Payroll Mate (2013)

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Company

Go to → Company 4

2013

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General Information	Federal Tax Information	State Tax Information
Income Categories	Tax Categories	Deduction Categories
State ID:	1364613648	
State Unemployment Account Number:	7463453665	
State Unemployment Tax Rate (1st Quarter):	1.000000	Example: for 1.5% enter 1.5 in this box
State Unemployment Tax Rate (2nd Quarter):	1.000000	
State Unemployment Tax Rate (3rd Quarter):	1.000000	
State Unemployment Tax Rate (4th Quarter):	1.000000	
State Unemployment Tax Wage Base:	7000.00	
First Fiscal Month:	January	
<input checked="" type="checkbox"/> Round State Income Tax to the Nearest Dollar		
<input checked="" type="checkbox"/> Hide Employees Social Security Numbers in Printed Paystubs and Direct Deposit Files		
State Disability Insurance (Employee) Rate	2.000000	
State Disability Insurance (Employee) Wage Base	7000.00	
State Disability Insurance (Employer) Rate	2.000000	
State Disability Insurance (Employer) Wage Base	7000.00	
<input type="button" value="Update"/>		

Click → State Tax Information 5

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State Disability Insurance (Employer) Rate	2.000000	
State Disability Insurance (Employer) Wage Base	7000.00	
Update		

Check the box
"Round State Income Tax to Nearest Dollar" 6

Click → Update 7



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

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