

# *How to Add Additional Federal or State Withholding to an Employee in Payroll Mate®*

Start by Opening your  
**Payroll Mate**  
Program



Tutorial Company - Payroll Mate (2013)

Go to → File → Open Company 1

File Edit Tools Help Order Checks and Supplies

New Company Print Selected Check Print Multiple Checks Direct Deposit

Open Company

Delete Company

Exit

Check Preview [09/04/2013] - Check # [1]

Check Summary for "Leader Smith"

Pay Period: From: 09/01/2013 To: 09/03/2013

Net Pay: \$146.83

Open Company

Company Name:

Sample Company 2012

Tutorial

Select a company to open 2

Click → OK 3

OK Cancel

2013

Checks

Employees

Forms

Reports

Company

Vendor Center

YTD:

\$14.00

\$11.16

\$2.61

\$0.00

\$0.00

\$3.60

\$11.16

\$2.61

\$1.08

Deduction Details

Title:	Amount:	YTD:
Garnishment	\$1.80	\$1.80

Tutorial Company - Payroll Mate (2013)

File Edit Tools Help Order Checks and Supplies

New Edit Delete Pay Check History Pay Multiple Employees

### Employees

- All Employees
- Active Employees
- Inactive Employees

First Name	Middle	Last Name	SSNumber	Phone Number	Address 1
Happy		Helper	463-84-6319	(646) 165-4654	2345 Kind Ln
Leader		Smith	456-45-6546	(456) 453-4264	4561 Helper Lane
Trouble		Question	456-45-6565	(456) 456-6654	46456 Problem Dr

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2013

- Checks
- Employees**
- Forms
- Reports
- Company
- Vendor Center

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File Edit Tools Help Order Checks and Supplies

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### Employees

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2013

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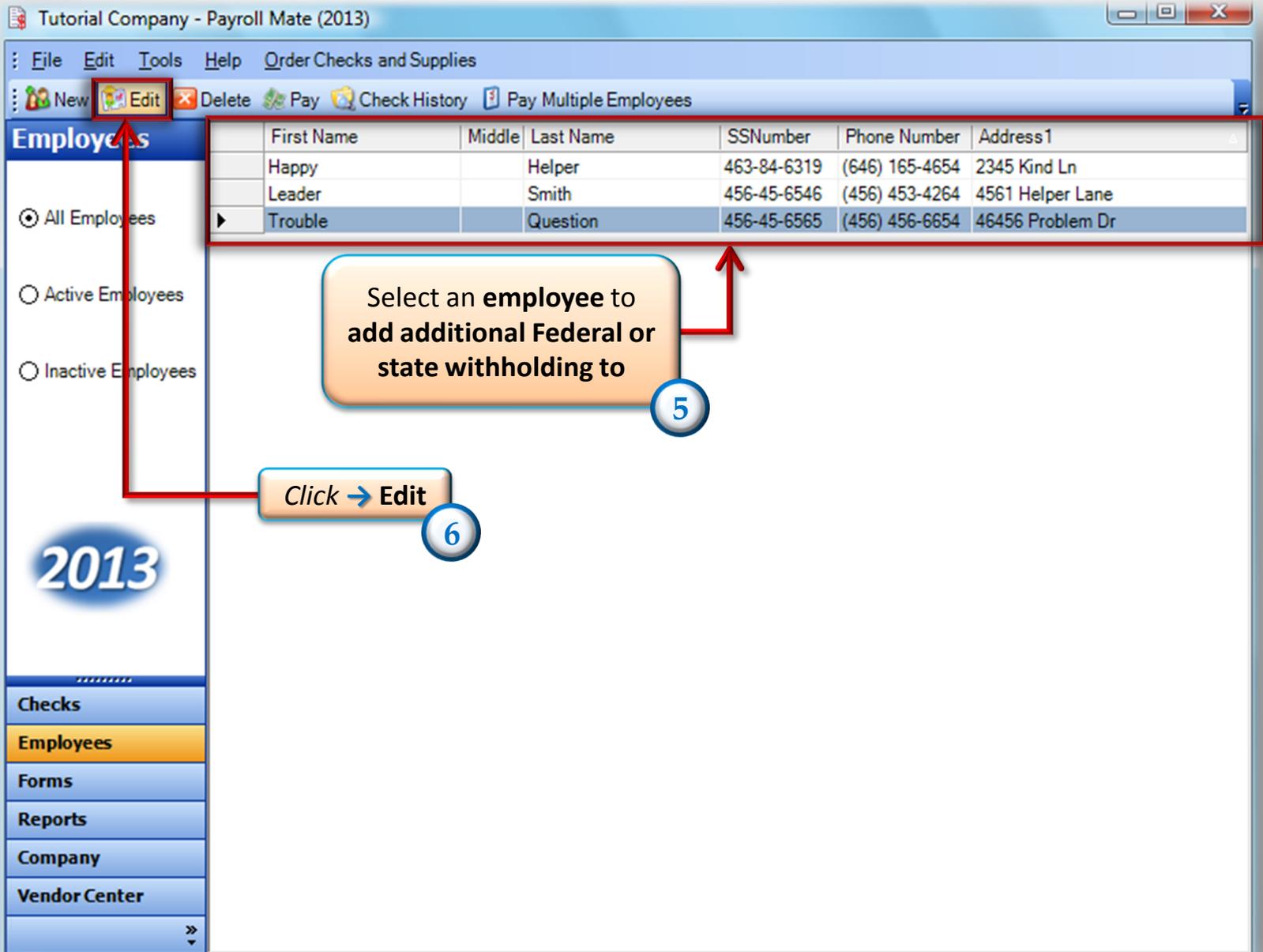
Vendor Center

Click → Edit

Select an employee to add additional Federal or state withholding to

5

6



7  
Modify Employee box  
will appear

8  
Click → Next,  
until Tax Setup  
appears

Modify Employee

Welcome to the "Modify Employee" Wizard

This wizard will guide you through the process of modifying a

To continue, please click "Next".

Cancel

< Back

Next >

Finish

Modify Employee

## Tax Setup

### Federal Income Tax Setup

Filing Status: Single  
Number of Allowances: 0  
Pay Frequency: Weekly (52 Pay Periods)  
Additional Federal Withholding: 0.00

### W-2 Options

Statutory Employee  
 Retirement Plan  
 This employee receives  
Advance EIC payment

### State Income Tax Setup

State: CA  
Additional State Withholding: 0.00  
Filing Status: Single  
Allowances: 0  
Additional Allowances: 0

Cancel

< Back

Next >

Finish

In this screen you can **Add Additional Federal or State withholdings**

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Modify Employee

### Tax Setup

<b>Federal Income Tax Setup</b>		<b>W-2 Options</b>	
Filing Status:	Single	<input type="checkbox"/>	Statutory Employee
Number of Allowances:	0	<input type="checkbox"/>	Retirement Plan
Pay Frequency:	Weekly (52 Pay Periods)	<input type="checkbox"/>	This employee receives Advance EIC payment
Additional Federal Withholding:	0.00		
<b>State Income Tax Setup</b>			
State:	CA		
Additional State Withholding:	0.00		
Filing Status:	Single		
Allowances:	0		
Additional Allowances:	0		

Cancel < Back **Next >** Finish

Click → **Next**, until **Finish** appear

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***Congratulations. You now know how to add additional federal or state withholdings for an employee!***

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

**1-800-507-1992**