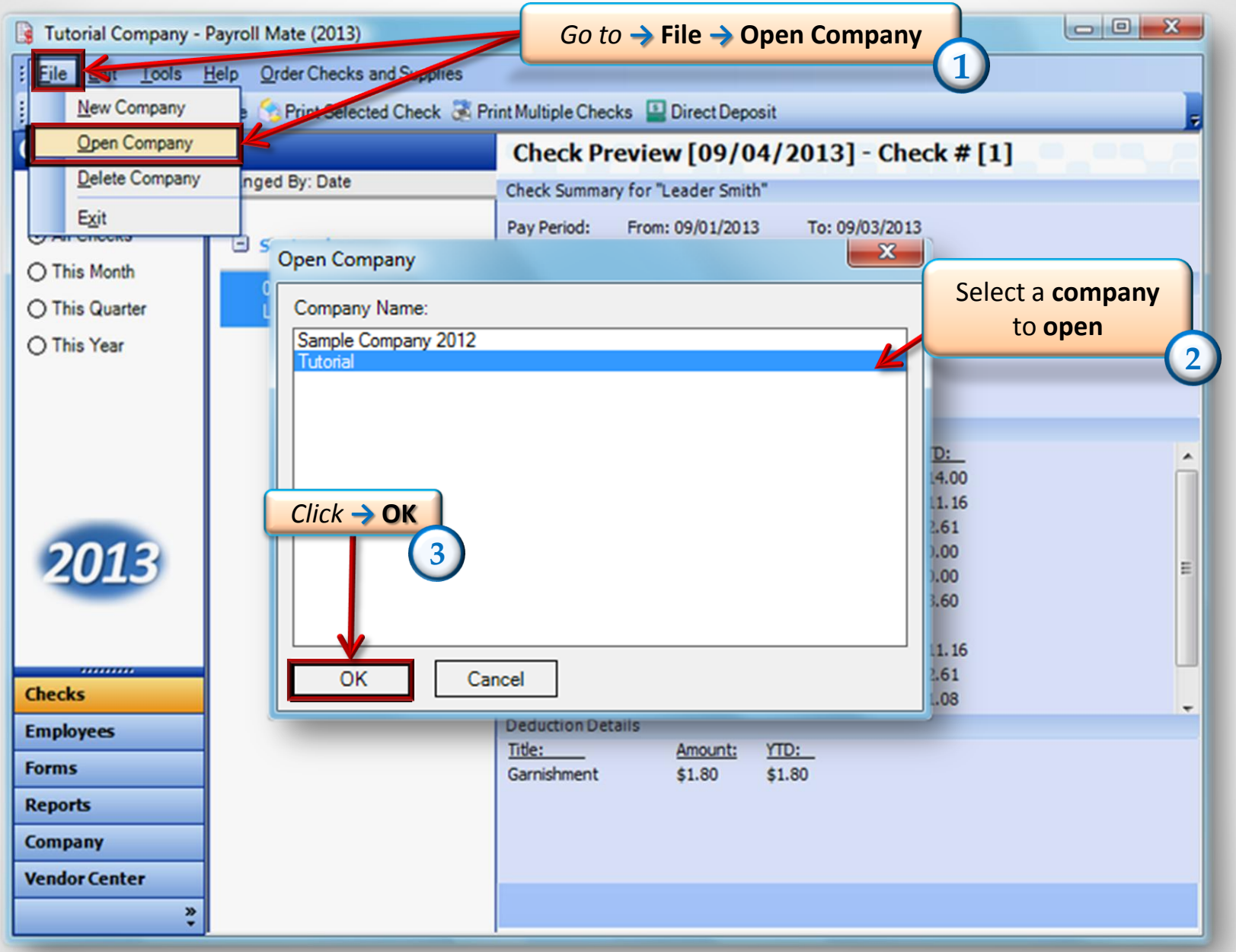
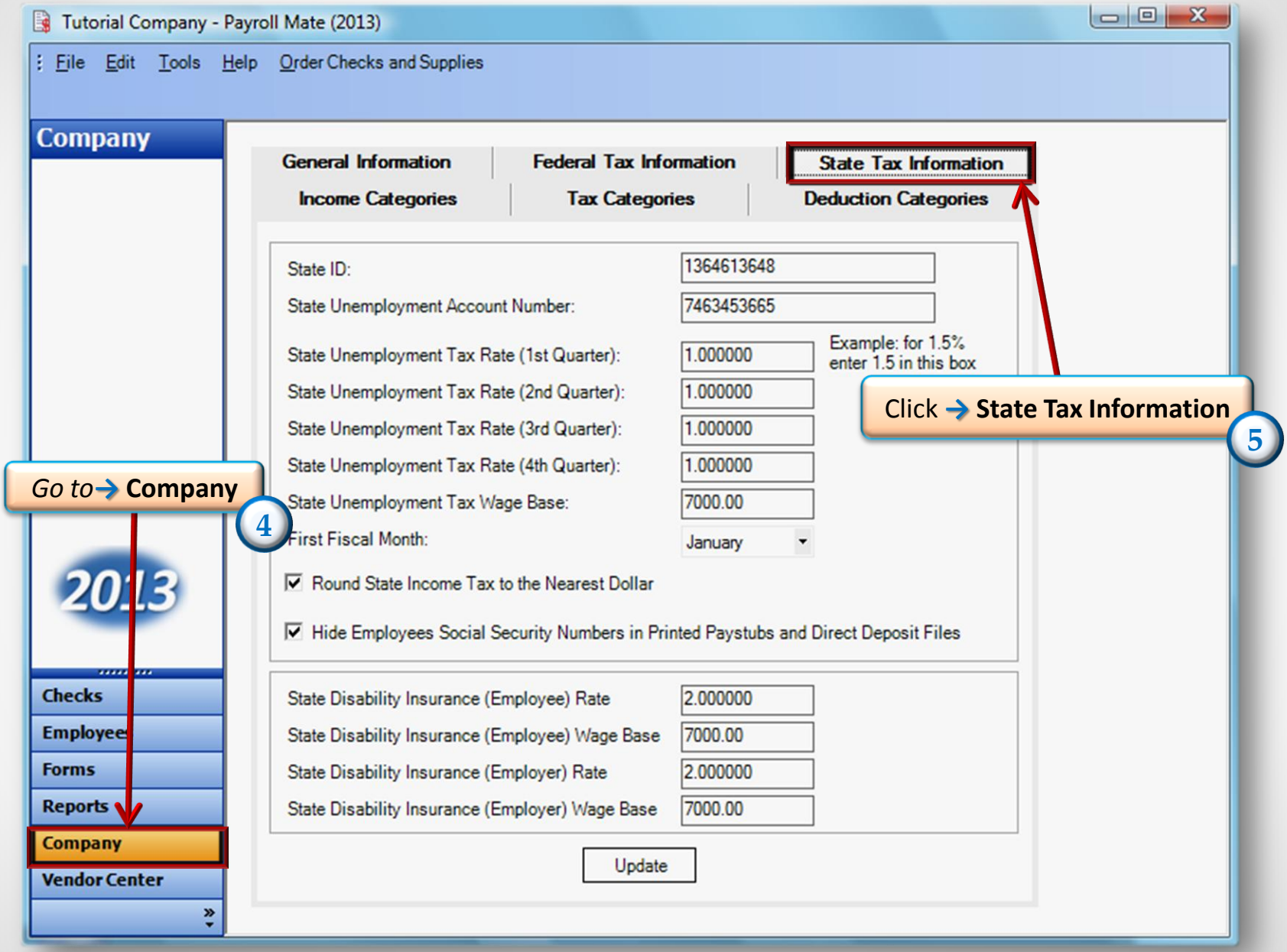
How to Hide Employees SSN on Checks and Paystubs in Payroll Mate®

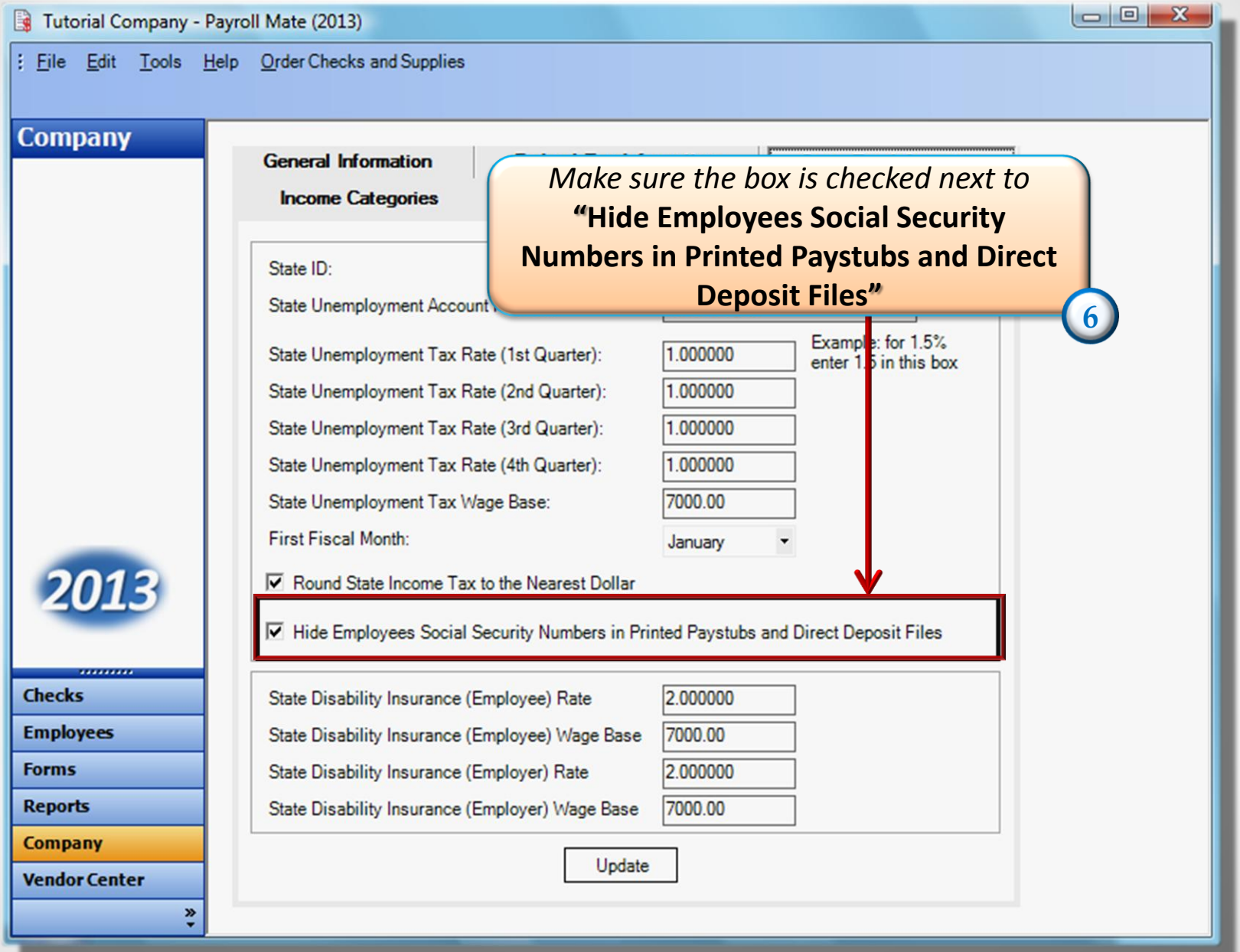
Start by Opening your

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 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
State ID: 1364613648
State Unemployment Account Number: 7463453665
State Unemployment Tax Rate (1st Quarter): 1.000000
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
Example: for 1.5% enter 1.5 in this box
Round State Income Tax to the Nearest Dollar
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
Update
2013
Checks
Employees
Forms
Reports
Company
Vendor Center
Go to → Company
4
Click → State Tax Information
5


Tutorial Company - Payroll Mate (2013)
File Edit Tools Help Order Checks and Supplies
Company
General Information
Income Categories
Make sure the box is checked next to "Hide Employees Social Security Numbers in Printed Paystubs and Direct Deposit Files"
6
State ID:
State Unemployment Account
State Unemployment Tax Rate (1st Quarter): 1.000000
State Unemployment Tax Rate (2nd Quarter): 1.000000
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State Unemployment Tax Rate (4th Quarter): 1.000000
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Update
2013
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Employees
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Reports
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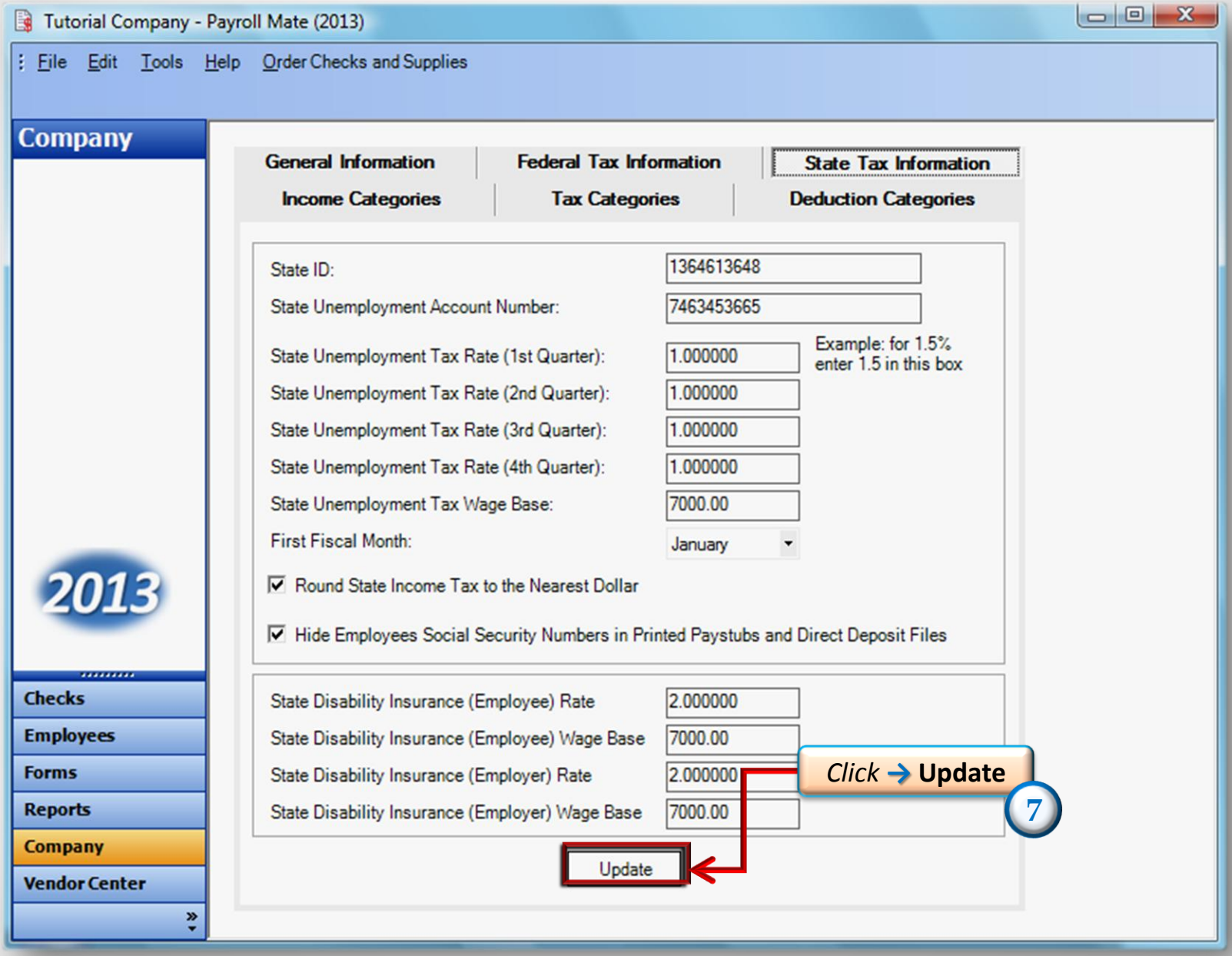
Vendor Center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State Disability Insurance (Employee) Wage Base 7000.00
State Disability Insurance (Employer) Rate 2.000000
State Disability Insurance (Employer) Wage Base 7000.00
Update
Click → Update
7
2013
Checks
Employees
Forms
Reports
Company
Vendor Center

Congratulations. The employees Social Security Numbers have been hidden!

www.PayrollMate.com

1-800-507-1992