

How to Add a Trade Name in Payroll Mate®

Start by Opening your
Payroll Mate
Program



1 Go to → File → Open Company

2 Select a company to open

3 Click → OK

2013

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

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

Company

Go to → Company 4

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):

Click → Federal Tax Information 5

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

Here is where you can enter a Trade name 6

Click → Update 7

Update



Congratulations. You now know how to add a Trade Name!

www.PayrollMate.com

1-800-507-1992