

# *How to Delete a Tax Category 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 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 - 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

Go to → Company 4

2013

Checks  
Employees  
Forms  
Reports  
**Company**  
Vendor Center

Click → Tax Categories 5

Title	Calculation
Federal Income Tax	
Social Security (Employee)	
Social Security (Employer)	
Medicare (Employee)	
Medicare (Employer)	
Fed Unemployment (Employer)	
State Income Tax	
State Unemployment (Employer)	
Local Income Tax	
State Disability Insurance (Employee)	
State Disability Insurance (Employer)	
New York City Tax	
▶ Trainer Tax	Percentage

Add Edit Delete

Tutorial - 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

Title	Calculation
Federal Income Tax	
Social Security (Employee)	
Social Security (Employer)	
Medicare (Employee)	
Medicare (Employer)	
Fed Unemployment (Employer)	
State Income Tax	
State Unemployment (Employer)	
Local Income Tax	
State Disability Insurance (Employee)	
State Disability Insurance (Employer)	
New York City Tax	
▶ Trainer Tax	Percentage

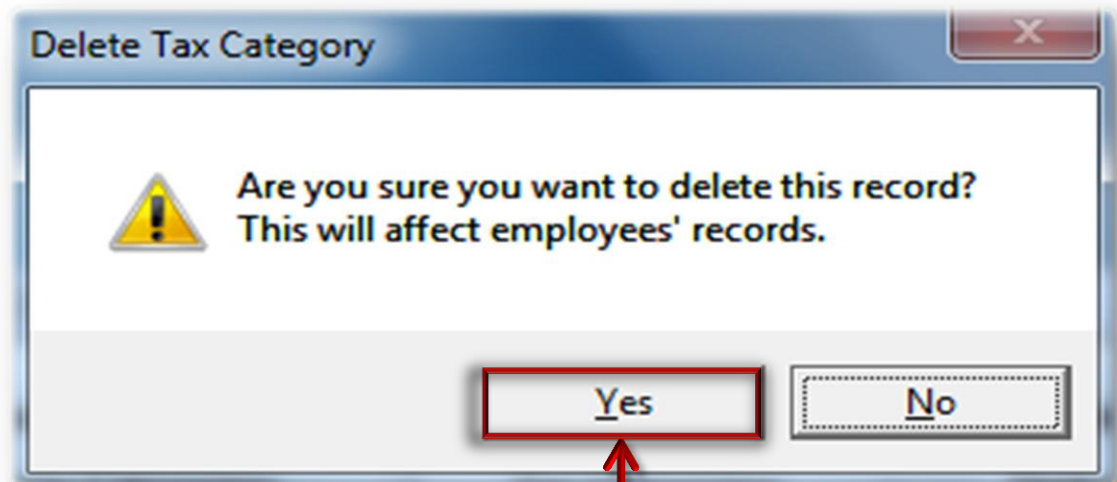
Select a Tax Category to Delete 6

Click → Delete 7

Add Edit Delete

2013

Checks Employees Forms Reports Company Vendor Center





***Congratulations. You have deleted a tax category!***

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

**1-800-507-1992**