

How to Create a New Company in Payroll Mate®

Start by Opening your
Payroll Mate
Program



Tutorial Company - Payroll Mate (2013)

Go → File → New Company 1

File Edit Tools Help Order Checks and Supplies

New Company Pay Check History Pay Multiple Employees

First Name	Middle	Last Name	SSNumber	Phone Number	Address1
Leader		Smith	456-45-6546	(456) 453-4264	4561 Helper Lane
Trouble		Question	456-45-6565	(456) 456-6654	46456 Problem Dr

Active Employees

Inactive Employees

2013

Checks

Employees

Forms

Reports

Company

Vendor Center

New Company Wizard will appear

2

New Company

Welcome to the "New Company" Wizard!

This wizard will guide you through the process of setting up a new company.

To continue, please click "Next".

Click → Next

3

Cancel

< Back

Next >

Finish

New Company

Fill in the company's **General information** 4

General Information

Company Name:

Address 1:

Address 2:

City:

State: AK

Zip Code:

Contact Name:

Telephone Number:

Fax Number:

E-mail Address:

Click → Next 5

Cancel < Back **Next >** Finish

New Company

Fill in the company's **Federal Tax information**

Federal Tax Information

6

Company Type: Regular (Form 941) ▼

Employer Identification Number:

Trade Name (if any):

Round Federal Income Tax to the Nearest Dollar

W3 Information

Control Number:

Establishment Number:

Other EIN Used This Year:

Click → Next

7

Cancel < Back **Next >** Finish

New Company

Fill in the company's **State Tax information**

State Tax Information

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State ID:

State Unemployment Account Number:

State Unemployment Tax Rate (1st Quarter): Example: for 1.5% enter 1.5 in this box

State Unemployment Tax Rate (2nd Quarter):

State Unemployment Tax Rate (3rd Quarter):

State Unemployment Tax Rate (4th Quarter):

State Unemployment Tax Wage Base:

First Fiscal Month:

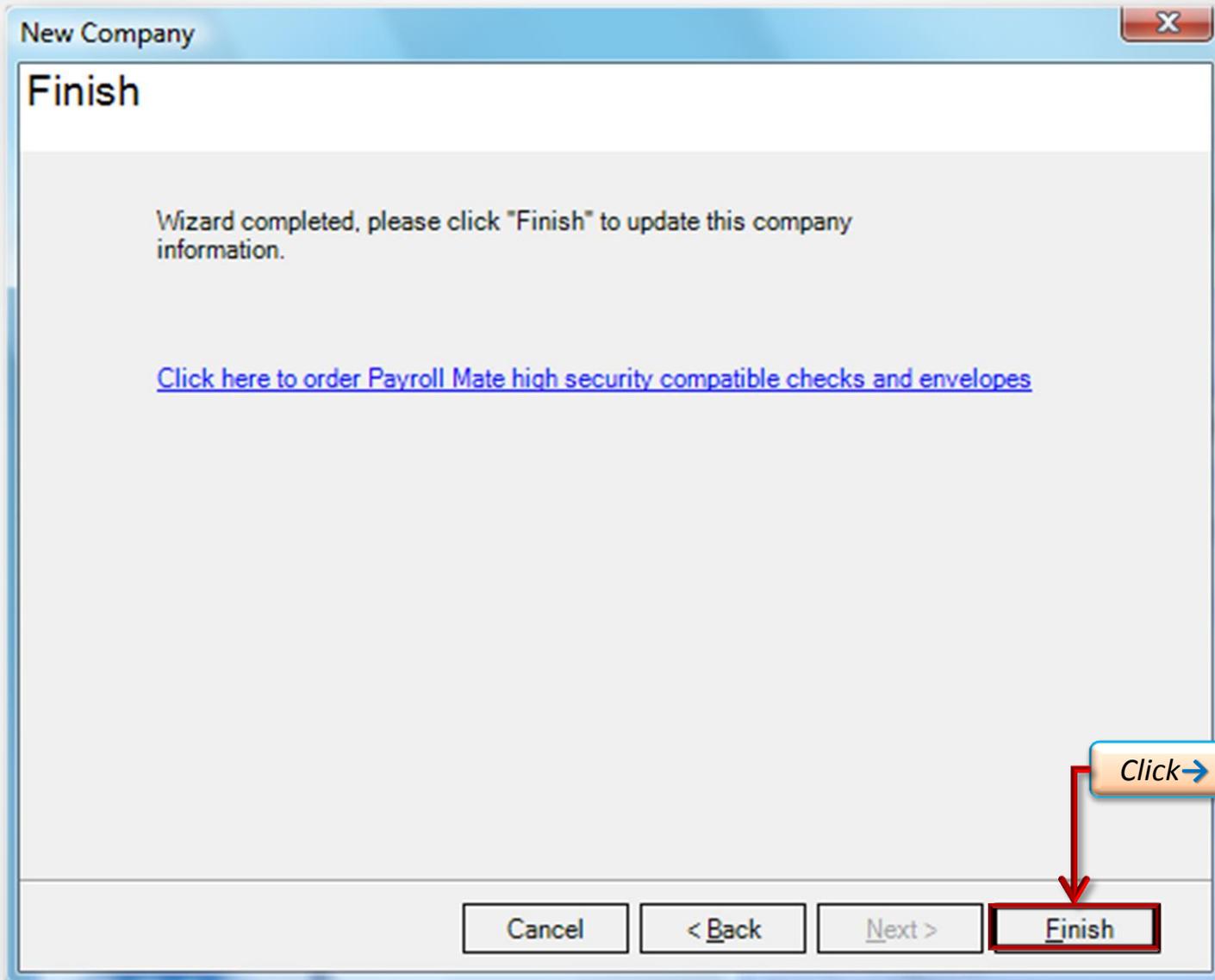
Round State Income Tax to the Nearest Dollar

Hide Employees Social Security Numbers in Printed Paystubs and Direct Deposit Files

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Click → Next

Cancel < Back **Next >** Finish



The company you created will appear at the top of Payroll Mate

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Company

2013

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

General Information	Federal Tax Information	State Tax Information
Income Categories	Tax Categories	Deduction Categories
Company Name:	<input type="text" value="Tutorial Company"/>	
Address1:	<input type="text" value="145 Help Ln"/>	
Address2:	<input type="text"/>	
City:	<input type="text" value="Question"/>	
State:	<input type="text" value="AZ"/>	
Zip Code:	<input type="text" value="56478"/>	
Contact Name:	<input type="text" value="Helpers"/>	
Telephone Number:	<input type="text" value="(457) 862-1453"/>	
Fax Number:	<input type="text"/>	
E-mail Address:	<input type="text" value="Helpus@example.com"/>	



Congratulations. The company has been created!

www.PayrollMate.com

1-800-507-1992