How to Override Calculations on the 941 Form in Payroll Mate®

Start by Opening your Payroll Mate Program



<u>www.PayrollMate.com</u> (800)-507-1992



[•] www.PayrollMate.com (800)-507-1992



Tutorial - Payroll Mate (2013)							
Eile Edit Tools Help Order Checks and Supplies							
Forms Choose a	n 941-First Quarter ge Quarter Edit Preparer Info	Preview	Print	Override	Calculations	* III	
Part 1: /	Part 1: Answer these questions for this quarter. 1 Number of employees who real the pay period including: Ma 2						
2	Wages, tips, and other compensation			2 2 72	50.00		
3	Income tax withheld from wages, tips, a	nd other compensation		3 52.	57		
2013 4	4 If no wages, tips, and other compensation are subject to social security or Medicare tax Check and go to line 6						
Checks 5a	Taxable social security wages	7250.00	X .124 =	5a 89	9.00		
Forms 5b	Taxable social security tips	0.00	X .124 =	5b 0.0	0		
Reports 5c	Taxable Medicare wages & tips	7250.00	X .029 =	5c 21	0.25		
Company 5d Vendor Center	Taxable wages & tips subject to Additional Medicare Tax withholding	0.00	X .009 =	5d 0.0	0		
* 50	Add Column 2 from lines 5a 5h 5c and	154		5e 11	09.25	-	





📑 Tutorial - Payroll Mate	e (2013)	-						
<u>; File E</u> dit <u>T</u> ools <u>H</u> e	elp Order Checks and Supplies							
Forms	Choose another Federal Form Form 941-First Quarter							
	Change Quarter Edit Preparer Info Preview Print Enable Calculations Again	н						
	Part 1: Answer these questions for this quarter.							
	Payroll Mate							
2013	Image: After clicking this button Payroll Mate will recalculate the values for the boxes shown on this screen. Are you sure you want to continue? Image: Model Payroll Mate will recalculate the values for the boxes shown on this screen. Are you sure you want to continue? Image: Model Payroll Mate will recalculate the values for the boxes shown on this screen. Are you sure you want to continue?							
	5a Taxable social security wages 7250.00 X .124 = 5a 899.00							
Checks	5b Taxable social secur Click→ Yes X .124 = 5b 0.00							
Employees	5c Taxable Medicare wages & tips 725 X .029 = 5c 210.25							
Forms	5d Taxable wages & tips subject to Additional Medicare Tax withholding 0.00 X .009 = 5d 0.00							
Reports Company Vendor Center	Se Add Column 2 from lines 5a, 5b, 5c, and 5d Se 1109.25	÷						
* ·		t						



Congratulations. You have edited the calculations on form 941!

www.PayrollMate.com

1-800-507-1992