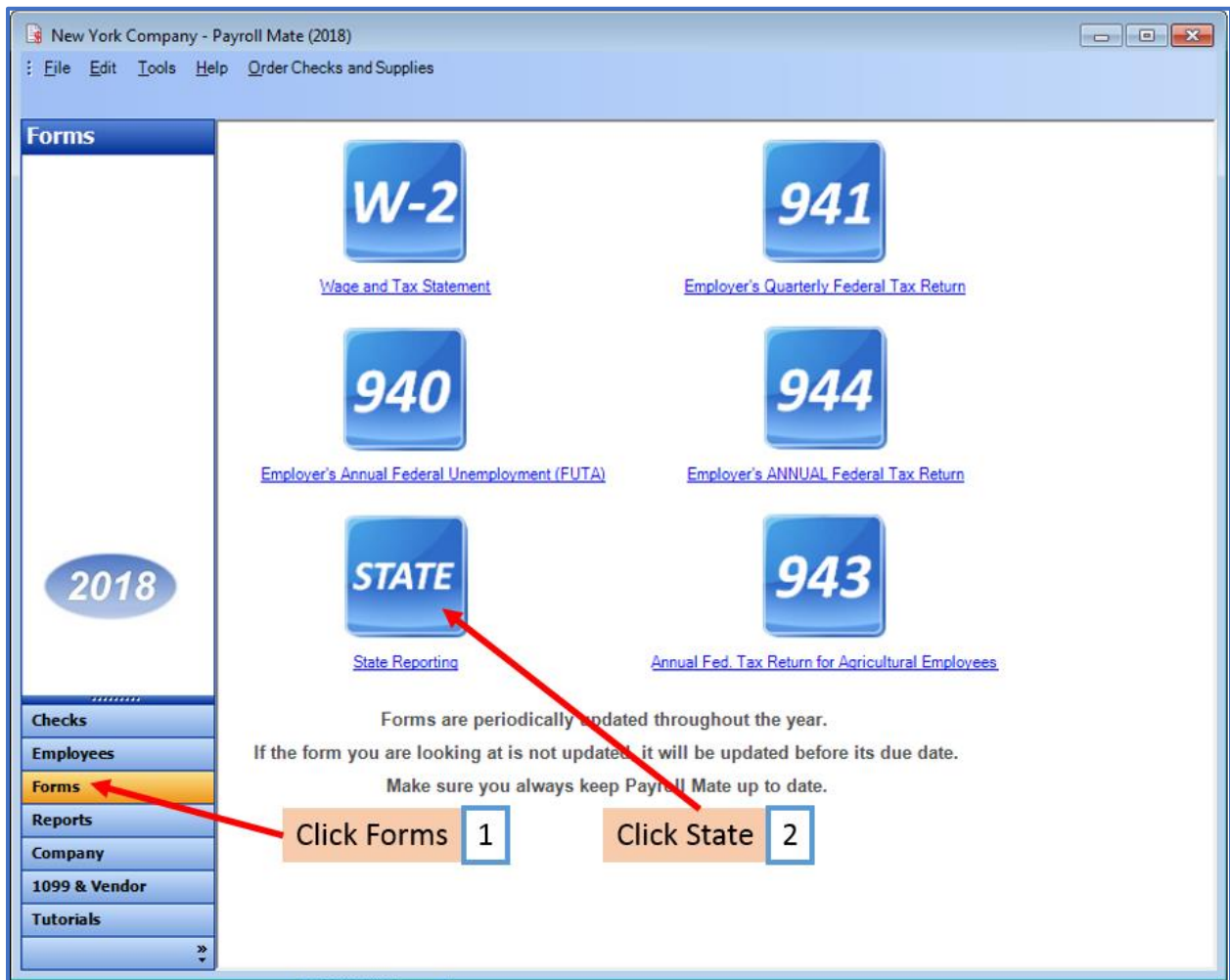


How to Use New York State Reporting in Payroll Mate

Note: In order to use this feature you must purchase and enable Payroll Mate Option #5 (State Reporting)

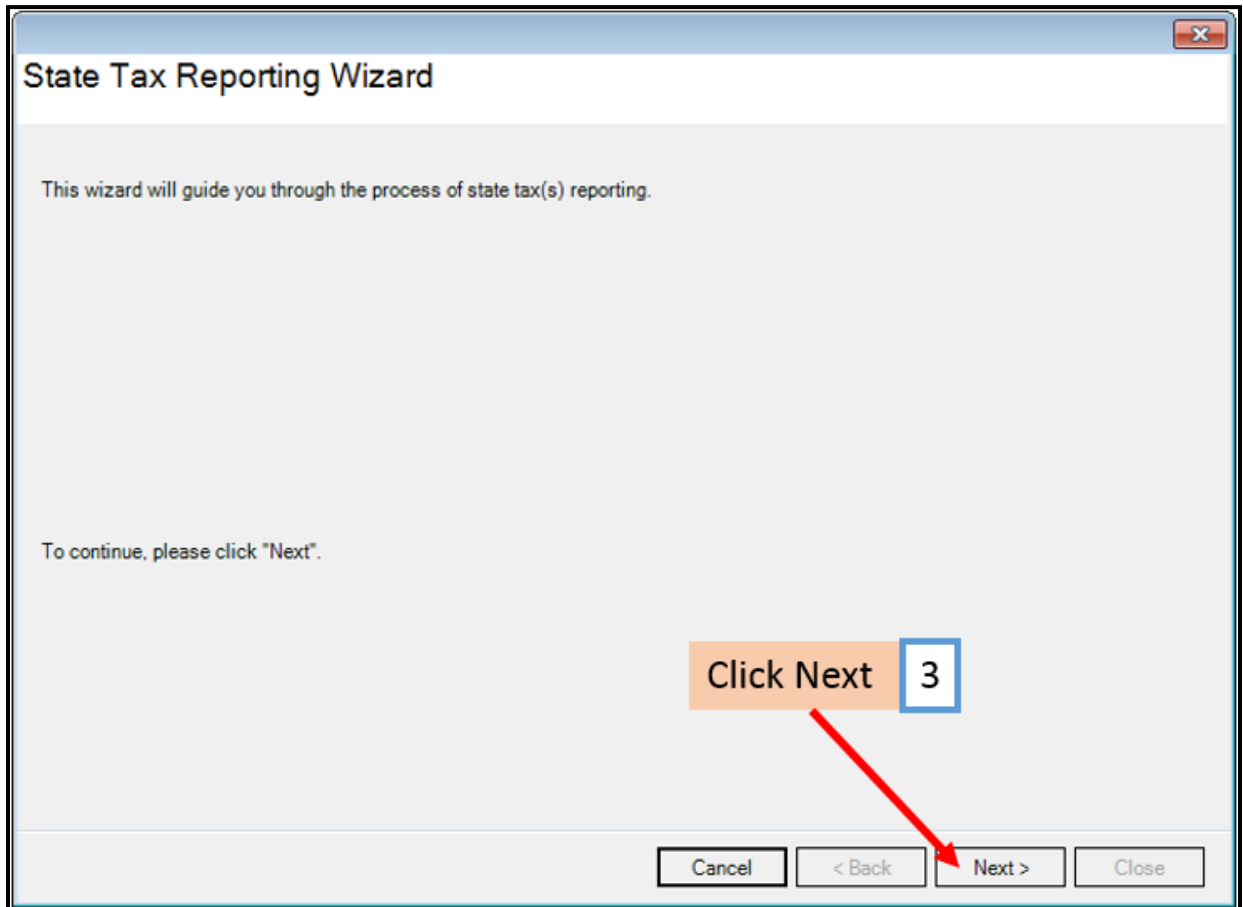
Make sure you have the correct Company open inside Payroll Mate

1. Inside Payroll Mate Software, Click Forms from Shortcuts
2. Click State Reporting

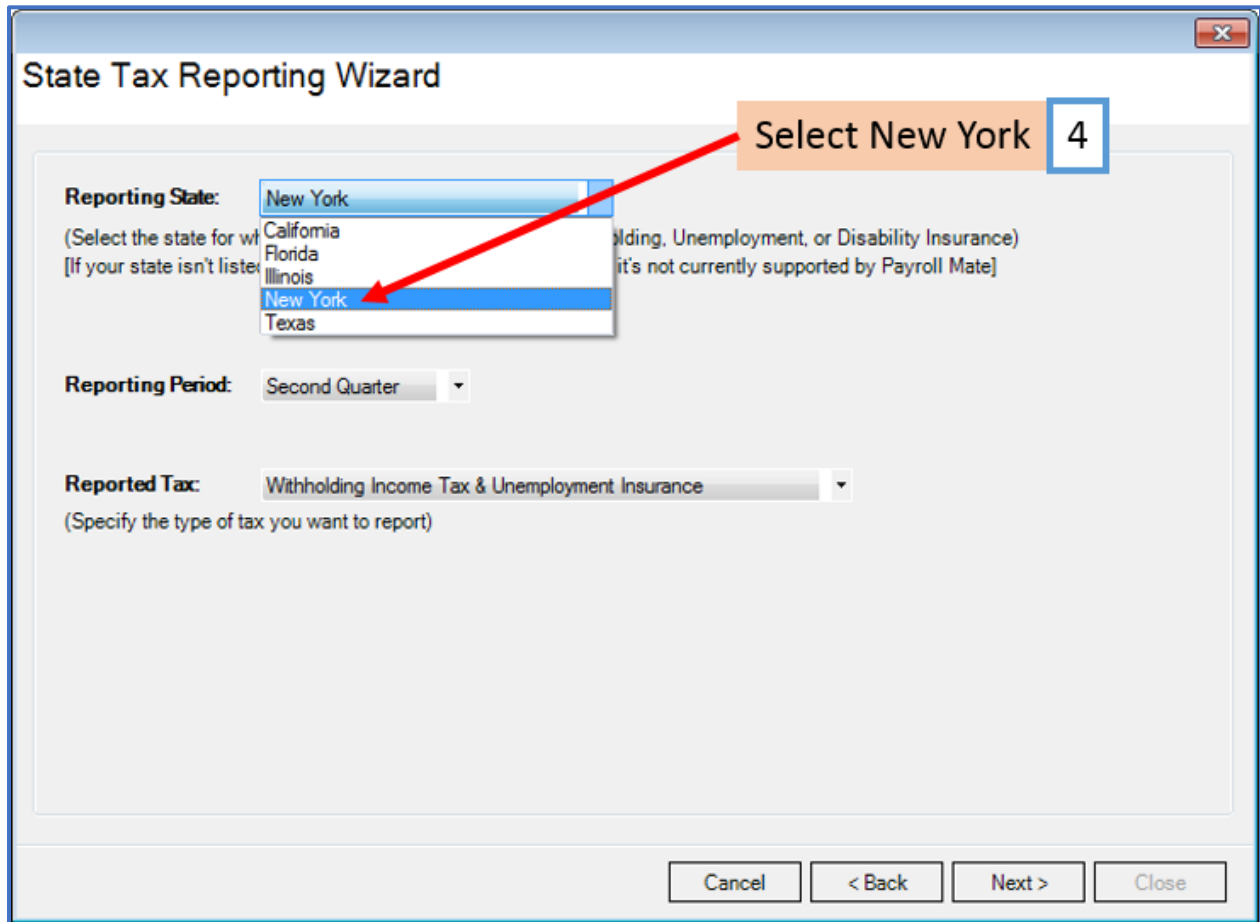


State Tax Reporting Wizard will open

3. Click Next



4. Select New York as the Reporting State



5. Select the correct Reporting Period Quarter

State Tax Reporting Wizard

Reporting State: New York
(Select the state for which you are reporting Income Tax Withholding, Unemployment, or Disability Insurance)
[If your state isn't listed in the "Reporting State" list above, then it's not currently supported by Payroll Mate]

Reporting Period: Second Quarter
First Quarter
Second Quarter
Third Quarter
Fourth Quarter

Reported Tax: & Unemployment Insurance
(Specify the type of tax you want to report)

Cancel < Back Next > Close

6. Select Withholding Income Tax & Unemployment Insurance

7. Click Next

State Tax Reporting Wizard

Reporting State: New York
(Select the state for which you are reporting Income Tax Withholding, Unemployment, or Disability Insurance)
[If your state isn't listed in the "Reporting State" list above, then it's not currently supported by Payroll Mate]

Reporting Period: Second Quarter

Reported Tax: Withholding Income Tax & Unemployment Insurance
(Specify the type of tax)

Select Withholding Income Tax and Unemployment Insurance 6

Click Next 7

Cancel < Back Next > Close

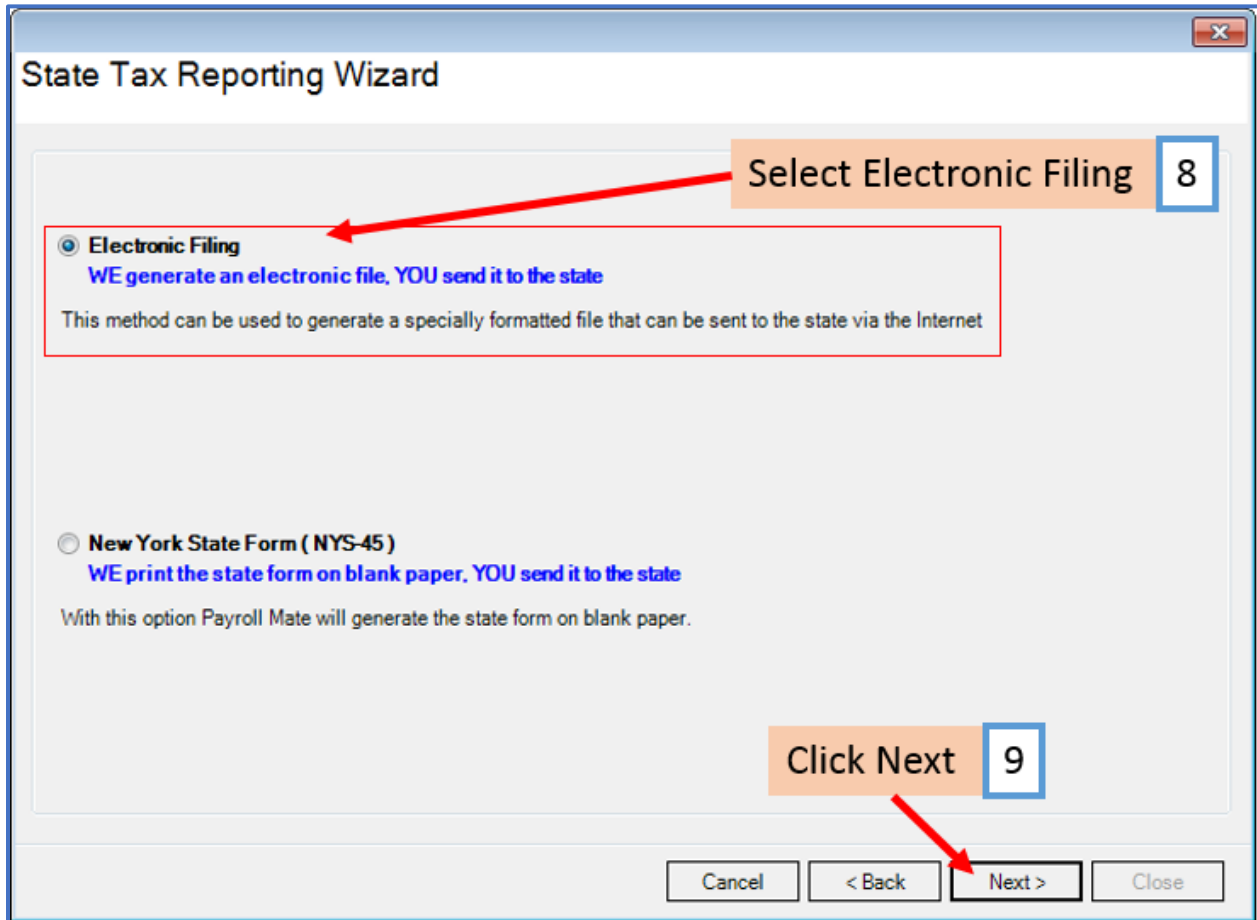
Payroll Mate offers 2 options for reporting New York information

*Electronic Filing or *New York State Form (NYS-45)- printed on blank paper

***Electronic Filing**

8. Select Electronic Filing

9. Click Next



10. Complete information for NYS-45 form as needed

11. Click OK

The image shows a screenshot of a software dialog box titled "Form NYS-45 Options". The dialog box contains several sections for data entry:

- Seasonal Employer:** Seasonal Employer
- Original/Amdended return:** Original Amdended return
- Health insurance:** Are dependent health insurance benefits available to any employee? Yes No
- Part E - Change of business information:** Date of the final payroll (MMDDYYYY) (If you permanently ceased paying wages) [text box]
- NYS-45 Part A - Unemployment insurance (UI) information:**
 - UI previously underpaid with interest: [text box with value 0.00]
 - UI previously overpaid: [text box with value 0.00]
 - Apply to outstanding liabilities and/or refund
- NYS-45 Part B - Withholding tax (WT) information:**
 - WT credit from previous quarter's return: [text box with value 0.00]
 - Form NYS-1 payments made for quarter: [text box with value 0.00]
 - Apply to outstanding liabilities and/or refund Credit to next quarter withholding tax

At the bottom of the dialog box are two buttons: "OK" and "Cancel".

Annotations on the screenshot:

- An orange box with the text "Complete information as needed" and a blue box with the number "10" is positioned above the main form area. A red arrow points from this box down to the form fields.
- An orange box with the text "Click OK" and a blue box with the number "11" is positioned above the "OK" button. A red arrow points from this box to the "OK" button.

12. Select the employees to include in the electronic file

13. Click Next

State Tax Reporting Wizard

Select employees 12

From the list below please select the employee(s) you would like to include in this report.
You can edit the information being reported for a certain employee by first selecting that employee and then clicking the "Edit Employee" button.

	Full Name	SSNumber	UI Total Wages	UI Taxable Wages	WH Taxable Wages	Edit Employee
<input checked="" type="checkbox"/>	Jose Garcia	111-11-1111	800.00	800.00	800.00	
<input checked="" type="checkbox"/>	Mary Garcia	222-22-2222	1400.00	1400.00	1400.00	

Amounts are for:
1st Quarter
2018

Click Next 13

Cancel < Back Next > Close

14. Enter Transmitter Information

15. Click Browse

State Tax Reporting Wizard

Enter Transmitter Info 14

Payroll Mate needs the information below in order to proceed with generating the magnetic/electronic file

Transmitter Info (same as company info if transmitting for your own company)

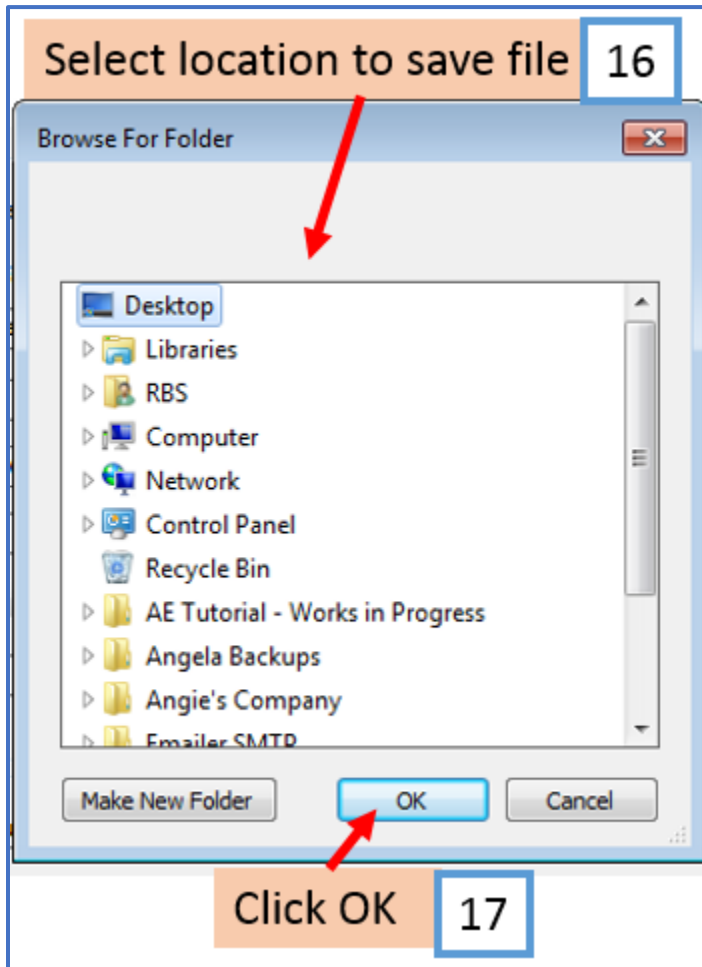
Transmitter Name	New York Company	State ID	46-3727739
Federal EIN	98-7654664	Agent ID	
Address	6046 Madison Ave		
City	New York		
State	New York		
Zip Code	10001		

Please specify the path for the output magnetic/electronic file

16. Select the location to save the created electronic file

Note: Payroll Mate will automatically create and name the files (Pub72-NYS-45.RPT and Pub69-Wage-Reporting.TXT). The file names must be in this format to be valid.

17. Click OK



18. Click Next

State Tax Reporting Wizard

Payroll Mate needs the information below in order to proceed with generating the magnetic/electronic file

Transmitter Info (same as company info if transmitting for your own company)

Transmitter Name	<input type="text" value="New York Company"/>	State ID	<input type="text" value="46-3727739"/>
Federal EIN	<input type="text" value="98-7654664"/>	Agent ID	<input type="text"/>
Address	<input type="text" value="6046 Madison Ave"/>		
City	<input type="text" value="New York"/>		
State	<input type="text" value="New York"/>		
Zip Code	<input type="text" value="10001"/>		

Please specify the path for the output magnetic/electronic file

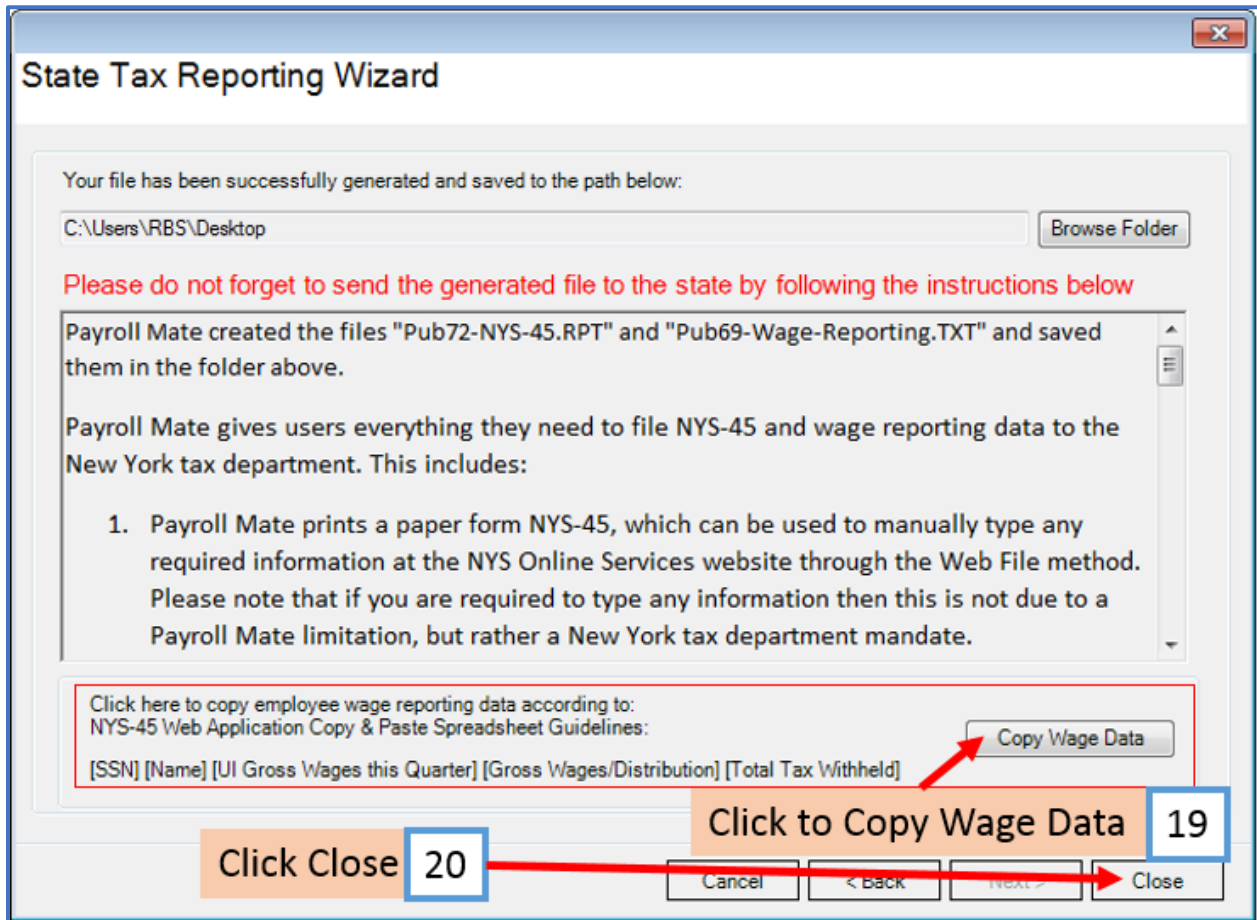
Cancel < Back **Next >** Close

Click Next 18

Your electronic file is now ready to be submitted to the New York Tax Department.

19. Click to Copy Wage Data (you will need to paste this data into a spreadsheet)

20. Click Close



Instructions to submit NYS-45 file to New York Tax Department

Payroll Mate created the files "Pub72-NYS-45.RPT" and "Pub69-Wage-Reporting.TXT" and saved them in the folder above (step 16).

Payroll Mate gives users everything they need to file NYS-45 and wage reporting data to the New York tax department. This includes:

1. Payroll Mate prints a paper form NYS-45, which can be used to manually type any required information at the NYS Online Services website through the Web File method. Please note that if you are required to type any information then this is not due to a Payroll Mate limitation, but rather a New York tax department mandate.
2. Payroll Mate supports "Copying" employee wage reporting data (SSN, employee name, UI total remuneration, Gross wages and Total tax withheld) for pasting into the NYS-45 Web File service on the "Copy and Paste Wage Reporting" page. You can use the "Copy Wage Data" button in this screen to use this feature.
3. Payroll Mate generates two files for uploading Form NYS-45 Information (Parts A and B) and Wage Reporting information (NYS-45 part C) through the NY Online Services website. You will need to get approval from the NY tax department to upload these files:

First File: "Pub72-NYS-45.RPT"

This file complies with **NY Publication 72** (<http://goo.gl/u68ITM>)

This file is used to report NYS-45 Part A (Unemployment) and B (Withholding).

This file can be sent to NY through the "NYS-45" file web upload method on the NY Online Services website.

Second File: "Pub69-Wage-Reporting.TXT"

This file complies with **NY Publication 69** (<http://goo.gl/O4maqB>)

This file includes a listing of employees' names, social security numbers, and wages. This file is used to report NYS-45-ATT (also includes NYS-45 Part C). This file can be sent to NY through the "Employee Wage file" upload method on the NY Online Services website.

You must have an account with NYS Online Services

(<http://www.tax.ny.gov/online/>) to file form NYS-45 online, upload any files and to make your payments. Contact the NY Withholding Tax Information Center at (518) 485-6654 to create an account or visit <http://goo.gl/92hQke>

Below are suggested steps for uploading your files. These steps can be changed by the state without notice. Contact the state if you have any issues uploading the files.

How to upload NYS-45 File (Publication 72 File)

1. Log into Online Services website : <http://www.tax.ny.gov/online/>
2. Under the Services menu click on Employment & withholding taxes sub menu.
3. Click on the NYS-45 Web File link.
4. Follow the onscreen instructions and upload the file.
5. Check the result(s) of your submission.

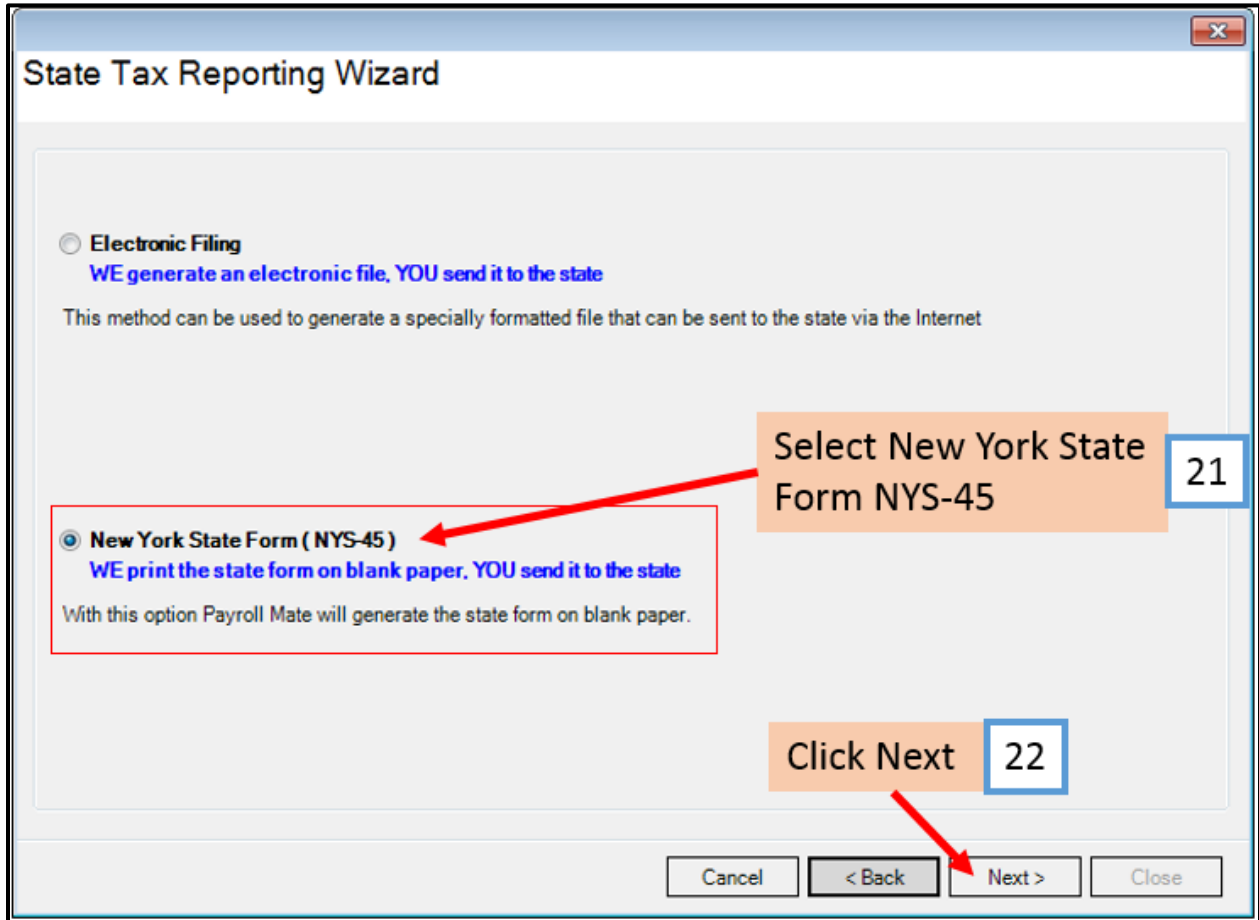
How to upload NYS-45-ATT File (Publication 69 File)

1. Log into Online Services website : <http://www.tax.ny.gov/online/>
2. Under the Services menu click on Employment & withholding taxes sub menu.
3. Click on the Wage reporting upload link.
4. Follow the onscreen instructions and upload the file.
5. Check the result(s) of your submission.

***New York State Form (NYS-45) - printed on blank paper**

21. Select New York State Form (NYS-45)

22. Click Next



23. Select the employees to include in report

24. Click Next

State Tax Reporting Wizard

Select employees 23

From the list below please select the employee(s) you would like to include in this report.
You can edit the information being reported for a certain employee by first selecting that employee and then clicking the "Edit Employee" button.

	Full Name	SSNumber	UI Total Wages	UI Taxable Wages	WH Taxable Wages	Edit Employee
<input checked="" type="checkbox"/>	Jose Garcia	111-11-1111	800.00	800.00	800.00	
<input checked="" type="checkbox"/>	Mary Garcia	222-22-2222	1400.00	1400.00	1400.00	

Check All

Uncheck All

Amounts are for:
1st Quarter
2018

Click Next 24

Cancel < Back Next > Close

25. Click to Preview or Print the NYS-45 form

26. Click Close

