# How to Set Up New York Disability in Payroll Mate

This tutorial is for information purposes only. It is your responsibility to make sure the payroll setup is correct. Consult your accountant or tax advisor if you are unsure how a certain payroll item or your payroll in general should be set up.

1. Inside Payroll Mate Software, Click Company from Shortcuts

2. Click Tax Categories

3. Click Add
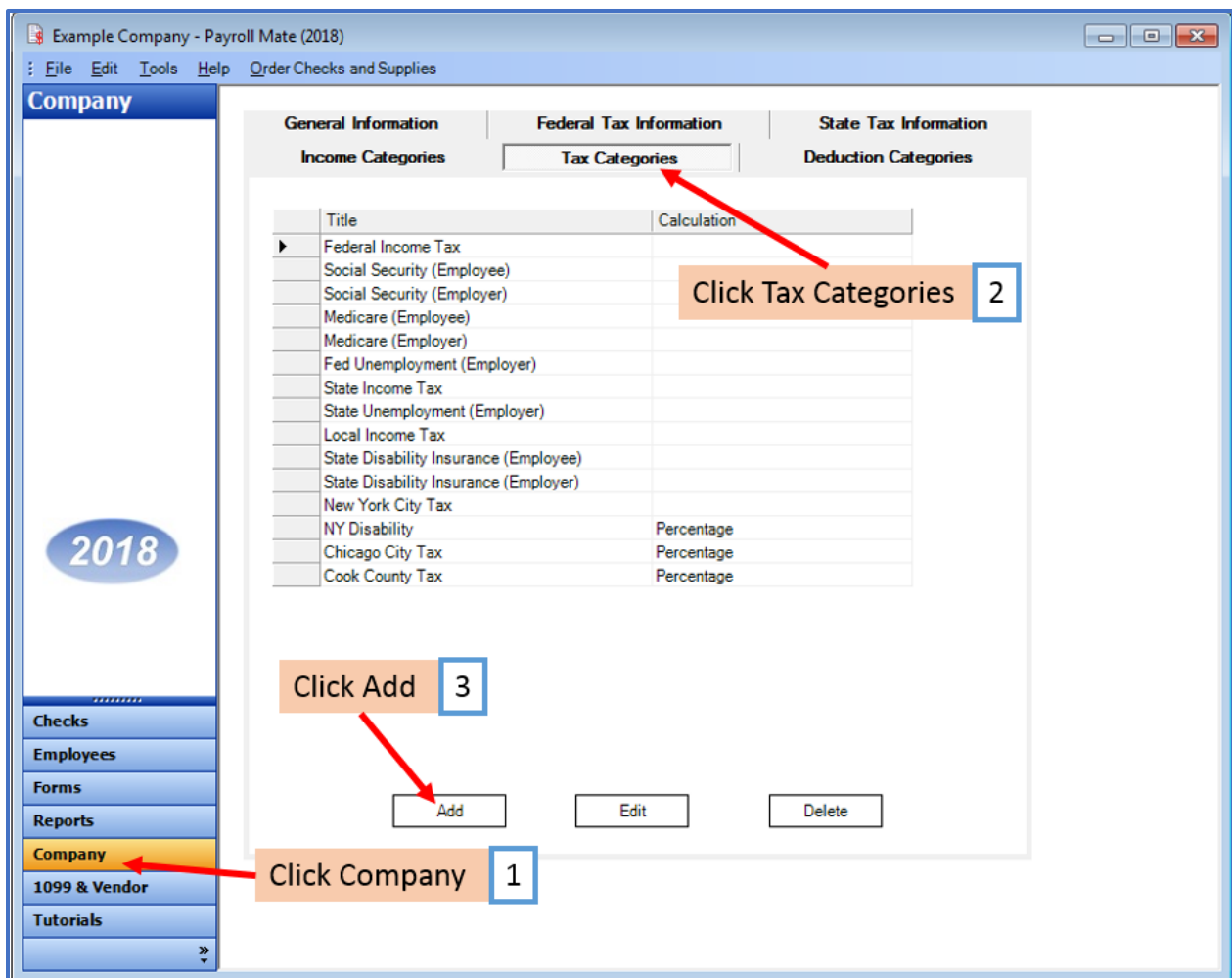
4. Complete the Tax information set up

  4a. Title the tax, Example: NY Disability

  4b. The abbreviation will automatically be filled in, you can make adjustments if you prefer

  4c. Choose Percentage from the drop-down menu

    Fill in quarterly rate as the percentage rate may vary. As of this writing, the New York
    Workers' Compensation Board has set the rate for Disability at 0.50% of the employee's
    wages paid, not to exceed 60 cents per week. Employers should periodically check with the
    New York Workers' Compensation Board to confirm the correct rate.

  4d. Populate the "Max Amount per Check" field

    As of this writing, the maximum is $0.60 per week. Employers should periodically check with
    the New York Workers' Compensation Board to confirm the maximum dollar amount per
    week. For weekly paid employees, you enter .60 in the "Max Amount per Check" field.
    For monthly paid employee (12 pay periods), then you prorate (52 X .60 / 12 = 2.60) and
    enter the prorated amount.

  4e. Select Paid by option from drop-down menu

    If you are not sure if the tax is paid by the employee or the employer, you can verify this with
    the New York Workers' Compensation Board.

  4f. Enter the W2 Options if applicable

5. Click OK to save the tax category and add it to the list of taxes available in the company

5a. New York Disability tax is now added to the list of taxes available in the company

Now you will need to apply the tax to your applicable employees
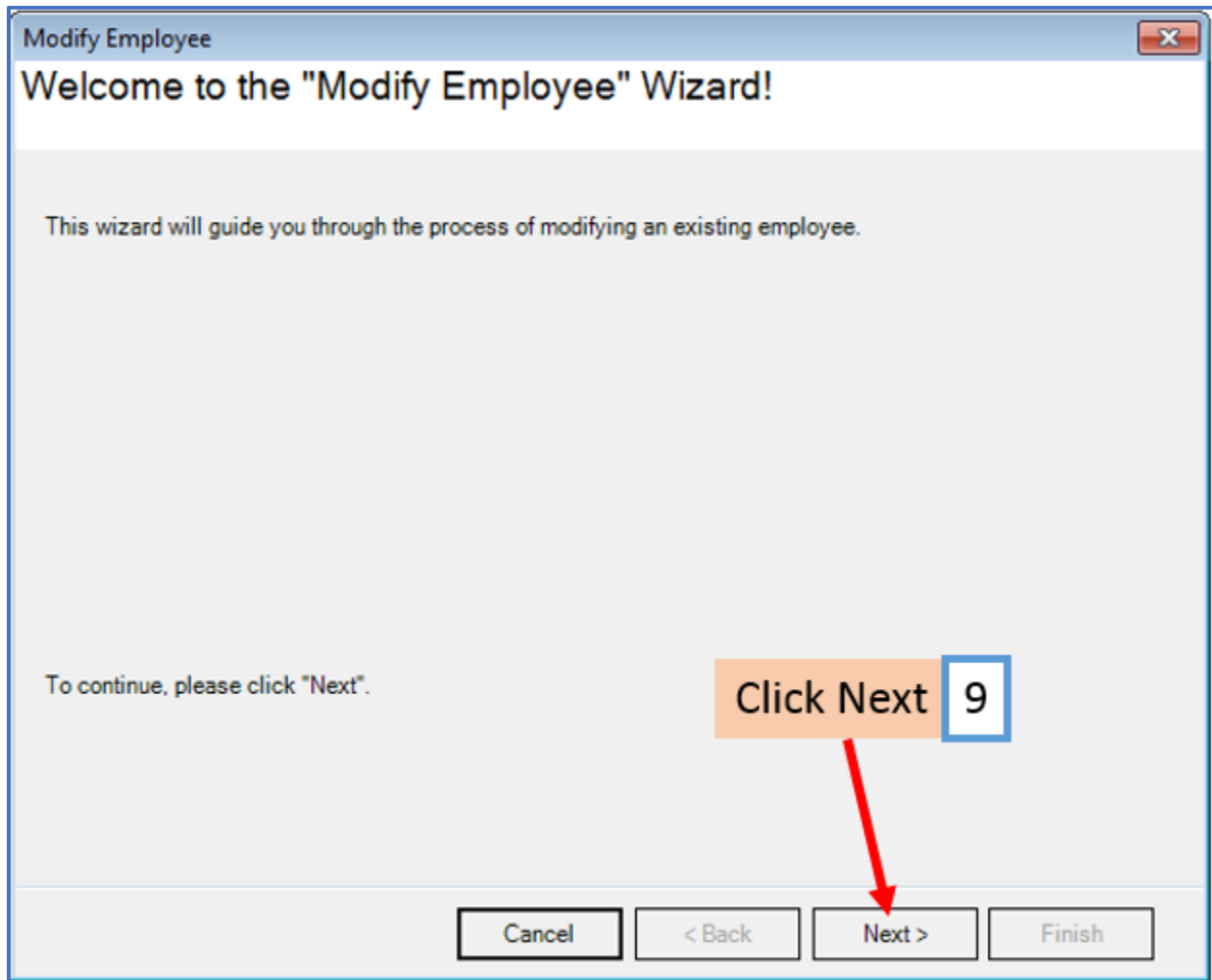
6. Click Employees from Shortcuts

7. Select an employee from the list of employee's names
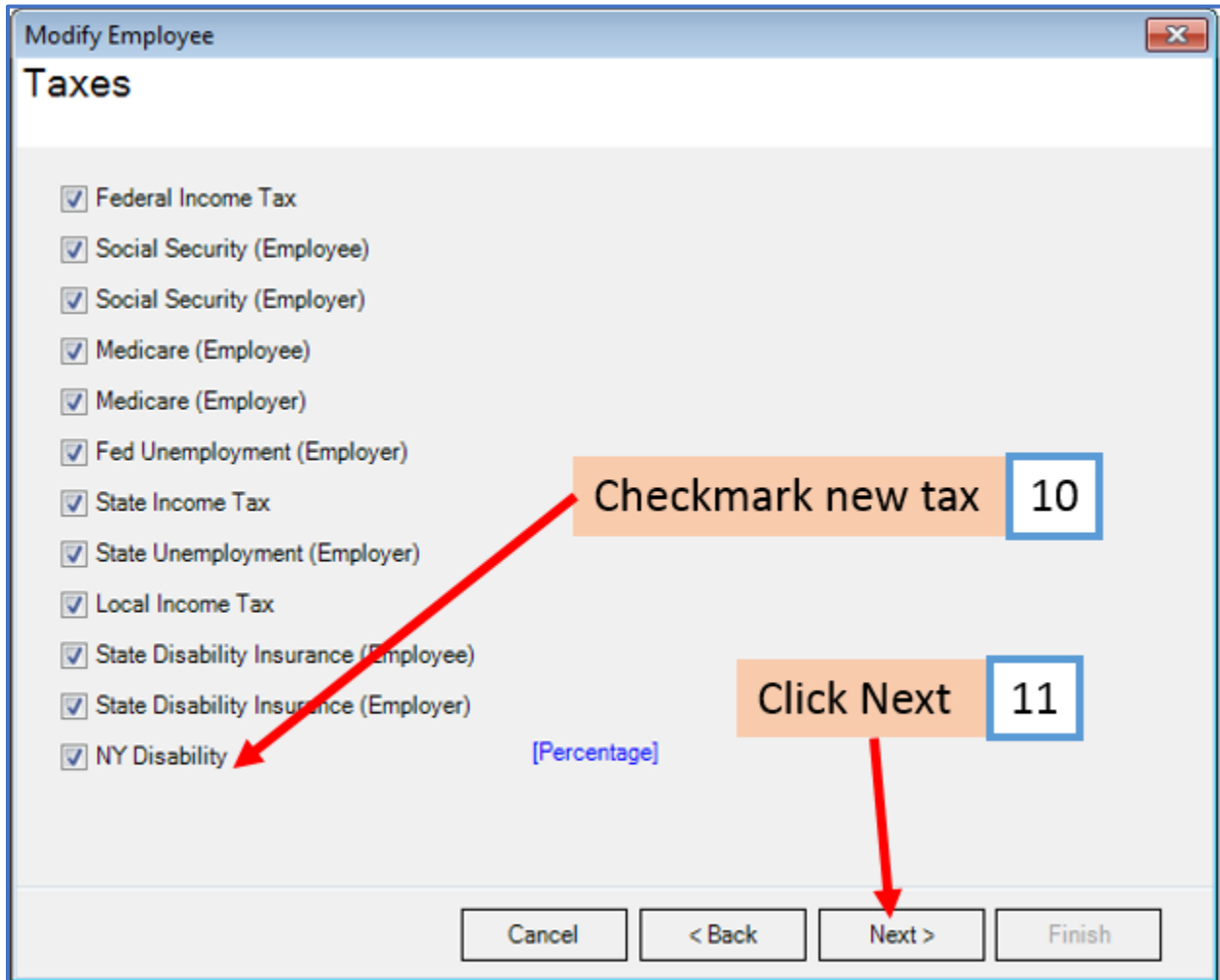
8. Click Edit
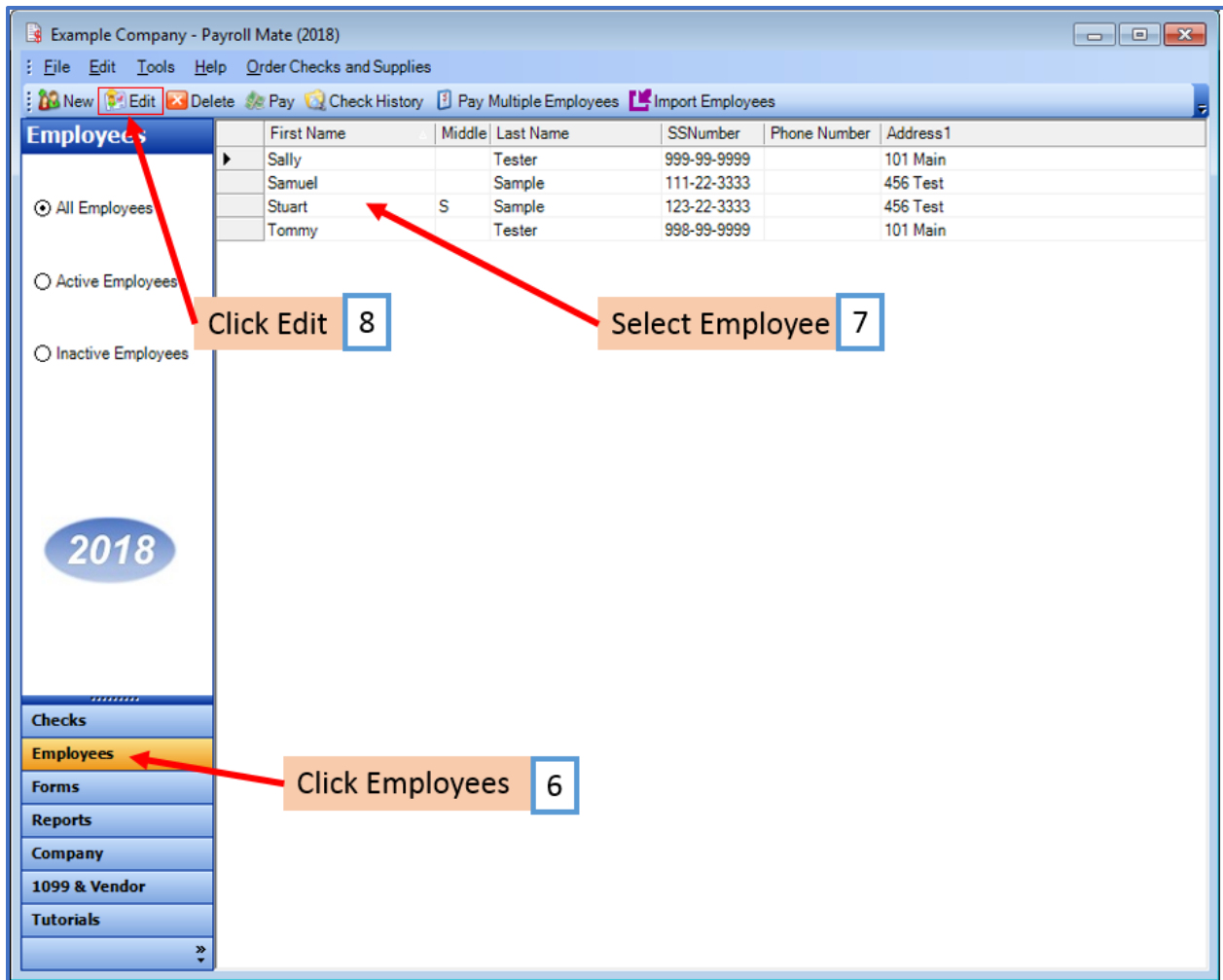
The Modify Employee Wizard will appear on the screen

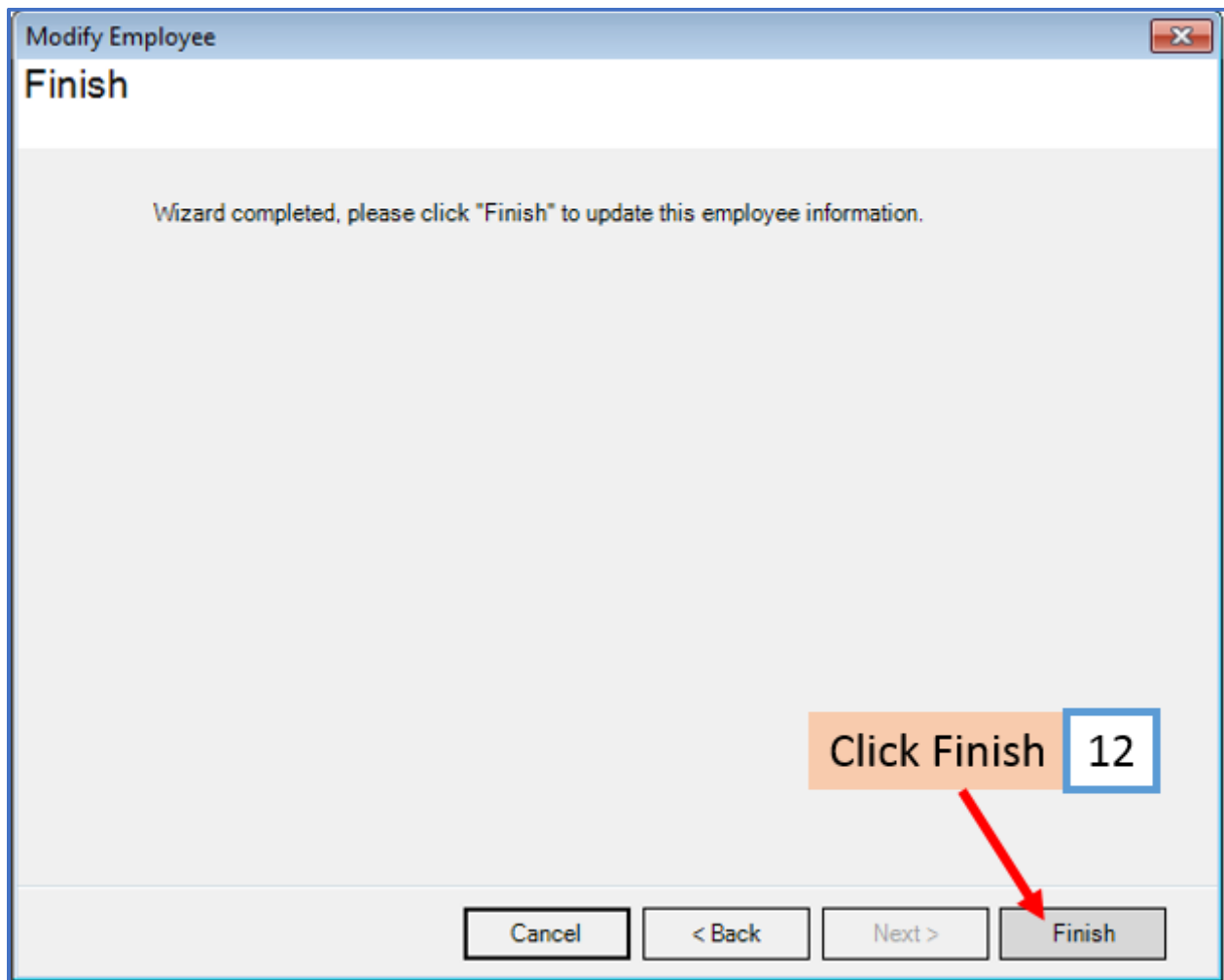9. Click Next through the wizard until you get to the Taxes screen

10. Select NY Disability from the list of taxes

11. Click Next until you finish the wizard

12. Make sure to press Finish

Note: Your information will not be saved if you do not click Finish

Repeat steps 6-12 for each applicable employee