How to Set Up State Unemployment Insurance Tax 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 State Tax Information tab

Example Company - Payre	oll Mate (2018) Order Checks and Supplies				×	
Company	General Information Income Categories	Federal Tax I Tax Catego	nformation pries	State Tax Information Deduction Categories		
	State ID: State Unemployment Account Number:		36-1234567			
	State Unemployment Tax Rate (1st Quarter):		0.500000	Example: fo 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:		0.500000			
			0.500000	Leave Blank for No Wage Base		
2018	Annuary January January Annuary A					
	Print Company State ID on P	aystubs		Select State Tax Information 2		
	State Disability Insurance (Employee) Rate					
Checks	State Disability Insurance (Employer) Rate					
Employees Forms	State Disability Insurance (Emp	oloyer) Wage Base				
Reports Company 1099 & Vendor Tutorials	Click Compa	any	1			
*						

3. Enter the State ID

4. Enter the State Unemployment Account Number

5. Enter the tax rate for each quarter (the rate may be the same for each quarter) *

6. Enter the tax wage base (the maximum dollar amount subject to the tax) leave blank if no wage base *

*If you are unsure what your tax rate and wage base are you will need to contact your state department of employment

7. Click Update

Company	General Information Federal Tax Information State Tax Information
	Income Categories Tax Categories Deduction Categories
	State ID: IL Enter State ID 3
	State Unemployment Account Number: 122112211 Enter State Unemployment 4
	State Unemployment Tax Rate (2nd Quarter): 1.500000 enter 1.5 in this box ACCOUNT NUMBER
	State Unemployment Tax Rate (3rd Quarter): 1.500000 Enter Each Quarterly Rate 5 State Unemployment Tax Rate (4th Quarter): 1.500000
	State Unemployment Tax Wage Base: 7000.00 Leave Blank for No Wage Base
	First Fiscal Month: January First Fiscal Month: Enter Wage Base 6
2018	Hide Employees Social Security Numbers in Printed Paystubs and Direct Deposit Files Print Company State ID on Paystubs
	State Disability Insurance (Employee) Rate
	State Disability Insurance (Employee) Wage Base State Disability Insurance (Employer) Rate
	State Disability Insurance (Employer) Wage Base
	Update Click Update 7

8. Click Yes

