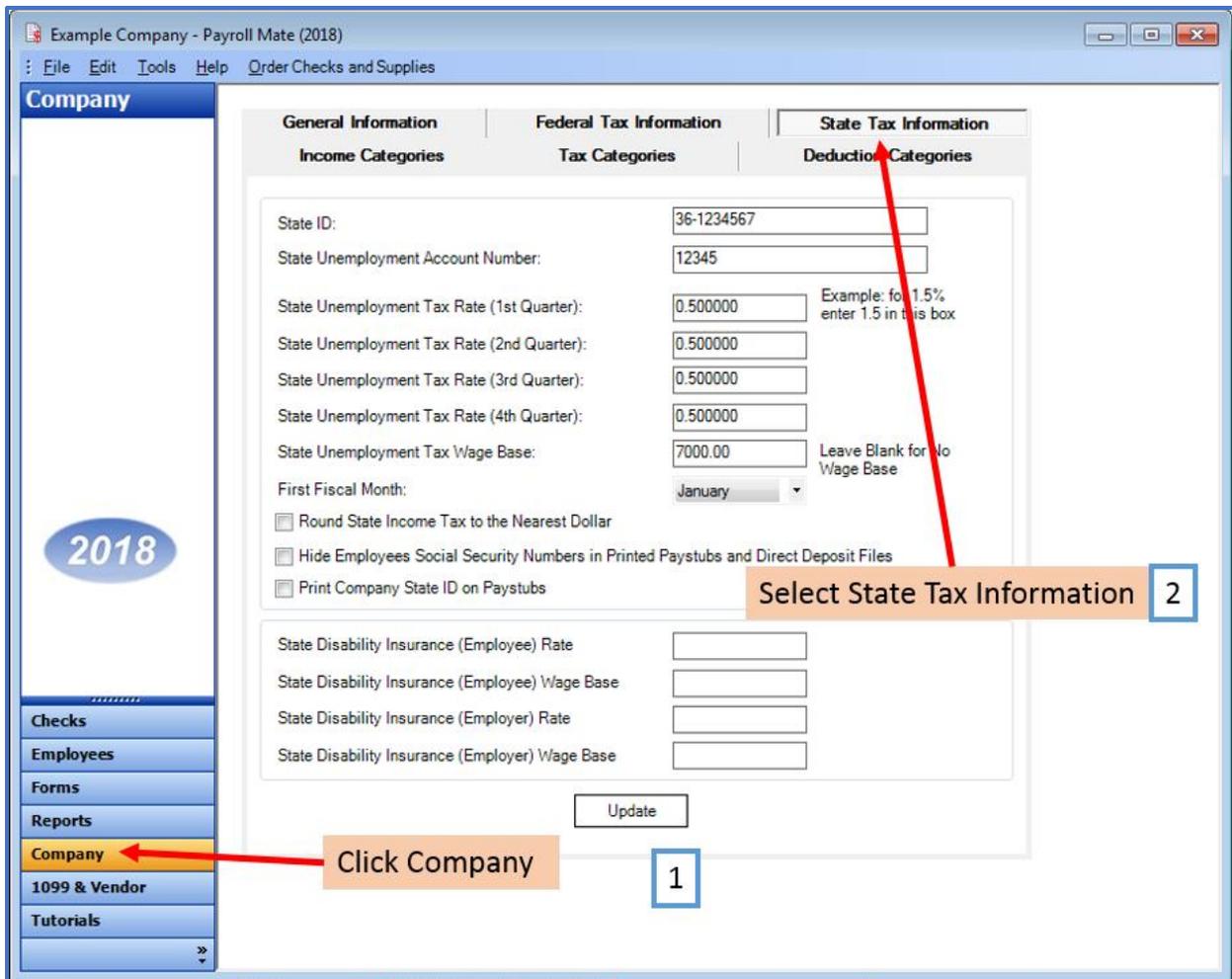


How to Set Up State Unemployment Insurance Tax in Payroll Mate

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



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

2018

State ID: IL **Enter State ID 3**

State Unemployment Account Number: 122112211 **Enter State Unemployment Account Number 4**

State Unemployment Tax Rate (1st Quarter): 3.500000 **Enter Each Quarterly Rate 5**

State Unemployment Tax Rate (2nd Quarter): 1.500000

State Unemployment Tax Rate (3rd Quarter): 1.500000

State Unemployment Tax Rate (4th Quarter): 1.500000

State Unemployment Tax Wage Base: 7000.00 **Enter Wage Base 6**

First Fiscal Month: January

Round State Income Tax to the Nearest Dollar

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

Confirm Update

Are you sure you want to update?

Yes No

Click Yes 8