# How to Update 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
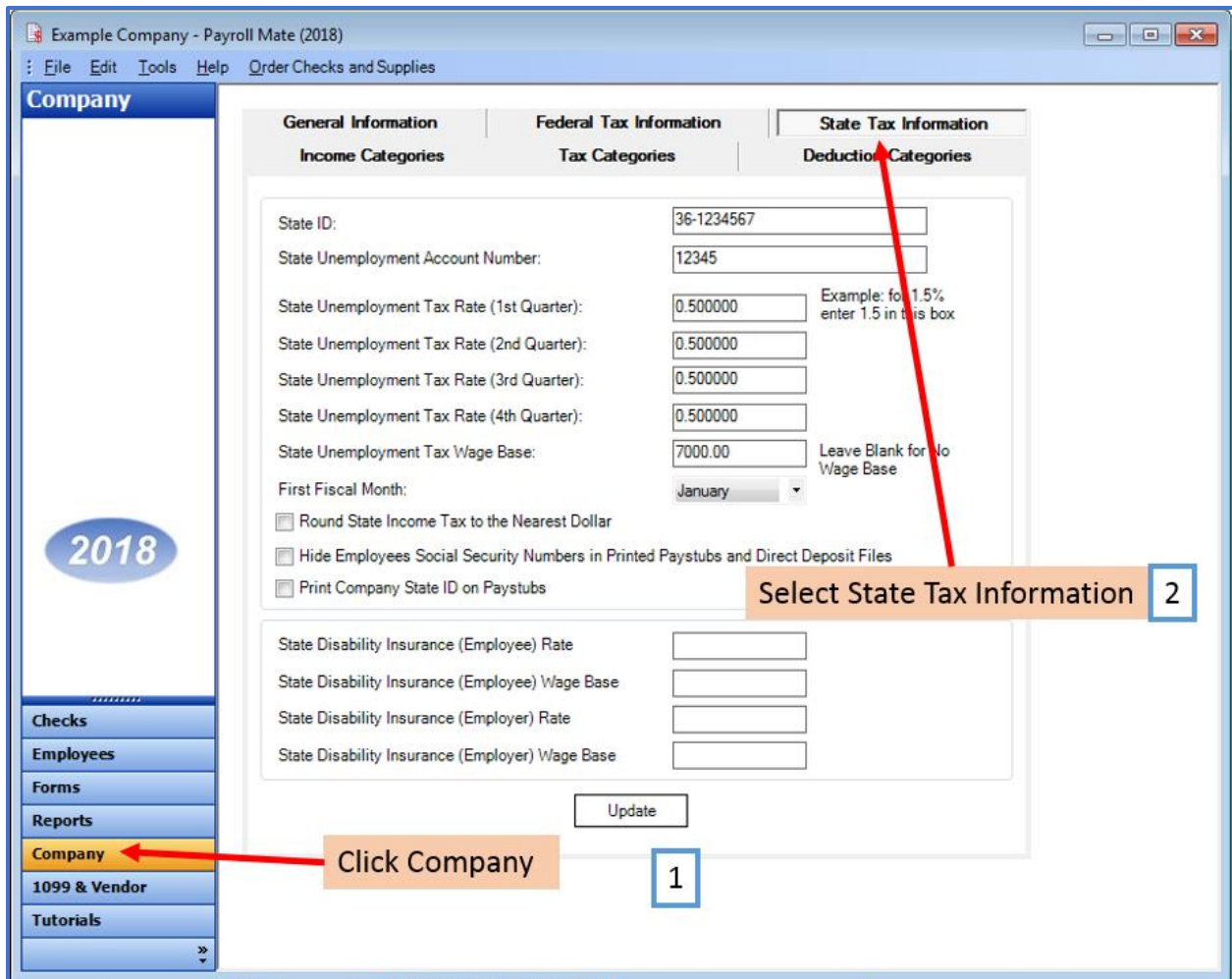
3. Edit the State ID as needed

4. Edit the State Unemployment Account Number as needed

5. Edit the tax rate for each quarter as needed (the rate may be the same for each quarter) *

6. Edit the tax wage base as needed (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



8. Click Yes

The above edits will affect the checks created going forward. The edits will not apply to checks already created inside Payroll Mate. If edits have been implemented you may need to delete and recreate the checks.

If you need to delete and recreate payroll checks you will need to recreate each of the checks in the correct chronological order. We recommend recreating one or two checks or just recreate checks for one employee and then pull a state taxes report to verify you have state unemployment setup correctly. For additional information see tutorial "Recreate a Payroll Check in Payroll Mate".

Please refer to the document below "State Unemployment Insurance Common Questions" for common questions and answers regarding SUI:
http://www.payrolltutorials.com/docs/sui-common-questions.pdf