

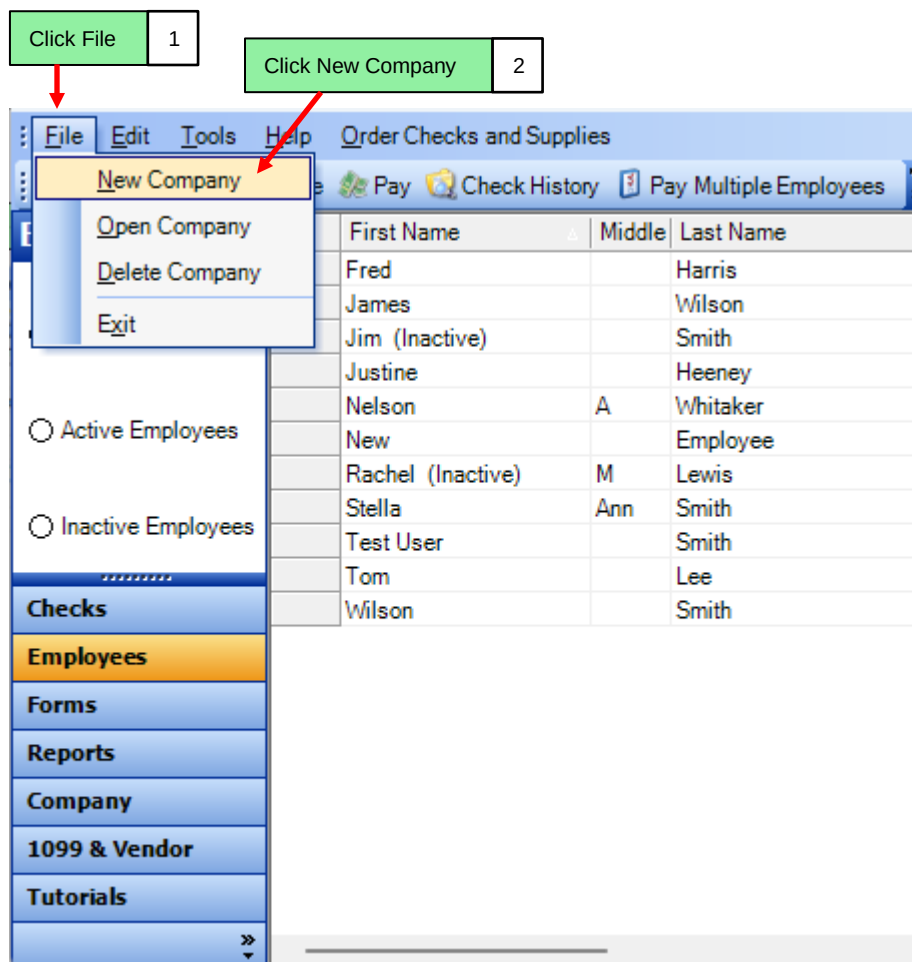
HOW TO CREATE A NEW COMPANY IN PAYROLL MATE

Question

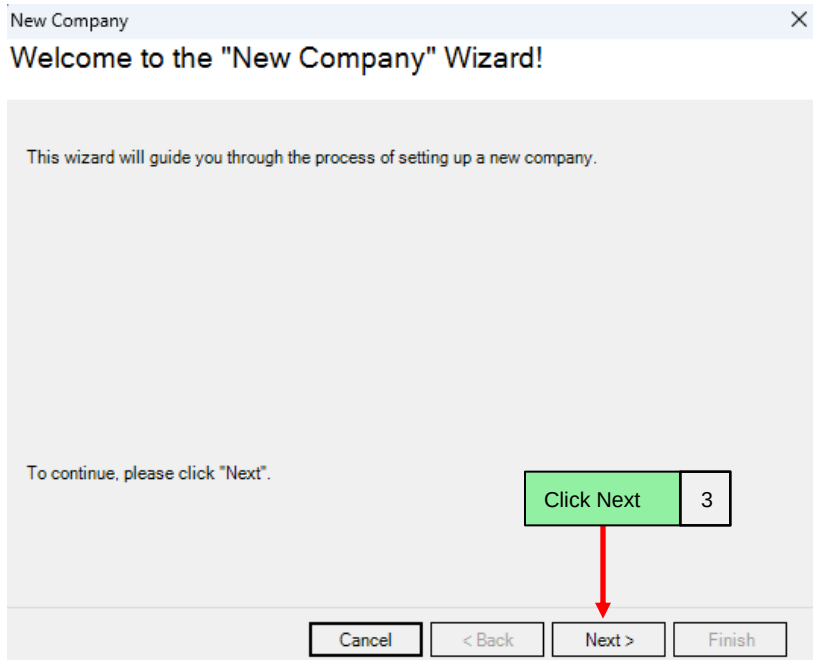
PLEASE REFER TO THE STEPS BELOW:

Answer

1. Click **File**
2. Click **New Company**

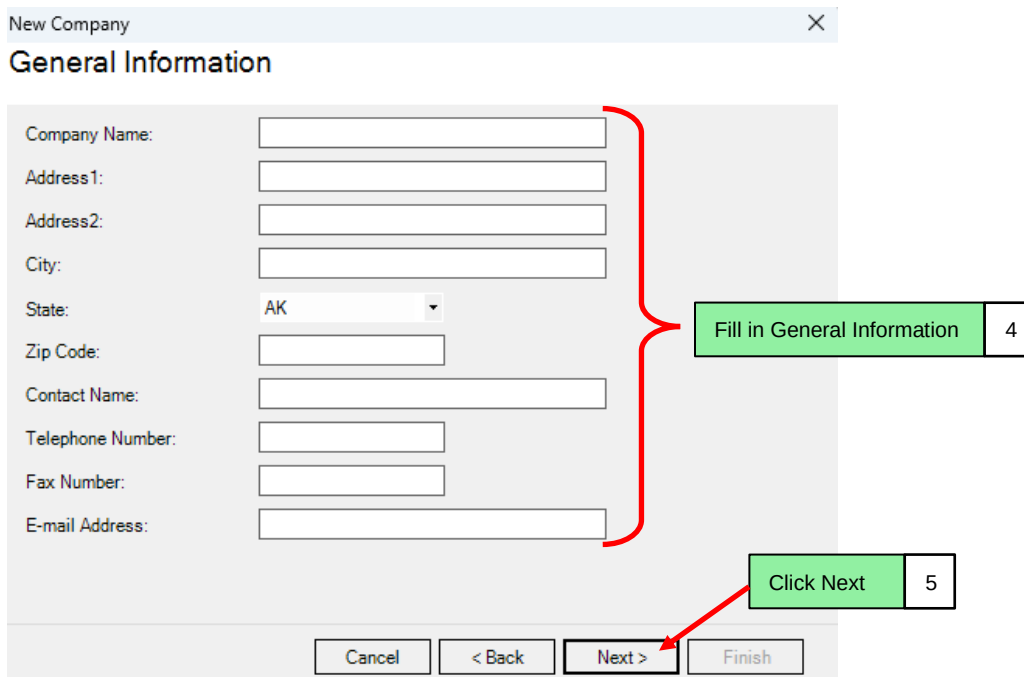


3. Welcome to the New Company Wizard dialog will open, click **Next**



4. Fill in the company's **General Information**

5. Click **Next**



6. Fill in the company's **Federal Tax Information**
7. Click **Next**

New Company

Federal Tax Information

Company Type:
Regular (Form 941)

Employer Identification Number:

Trade Name (if any):

☐ Round Federal Income Tax to the Nearest Dollar

W3 Information

Control Number:

Establishment Number:

Other EIN Used This Year:

Fill in Federal Tax Information
6

Click Next
7

Cancel
< Back
Next >
Finish

8. Click **Finish**

New Company

Finish

Wizard completed, please click "Finish" to update this company information.

[Click here to order Payroll Mate high security compatible checks and envelopes](#)

If you would like to import your employees from other software:
(After you finish creating this company)
Click "Tools" from the top menu and then select "Import Employees"
OR Go to the Employees window and then click the toolbar item "Import Employees"

Click Finish
8

Cancel
< Back
Next >
Finish

The company you created will appear at the top of Payroll Mate and the Company screen.

New Company - Payroll Mate
_ □

File **Edit** **Tools** **Help** **Order Checks and Supplies**

Company

General Information	Federal Tax Information	State Tax Information
Income Categories	Tax Categories	Deduction Categories
Company Name: New Company Address1: 123 Sample Street Address2: City: Louisville State: KY ▾ Zip Code: 65485 Contact Name: Lisa Williams Telephone Number: (555) 121-2121 Fax Number: E-mail Address: lwilliams@newcompany.com Company File Path: R:\Payroll Mate Data 2025\New Company.PMD ☒ Show Company Details in the "Open Company" and "Delete Company" dialogs. View/Edit Departments... Update		

Checks

Employees

Forms

Reports

Company

1099 & Vendor

Tutorials