

HOW TO EDIT A TAX CATEGORY

Question

PLEASE REFER TO THE STEPS BELOW:

Answer

Make sure you are in the correct company.

1. Click **Company**
2. Click **Tax Categories**
3. Select **tax to edit**
4. Click **Edit**

Click Tax Categories

2

Click Company

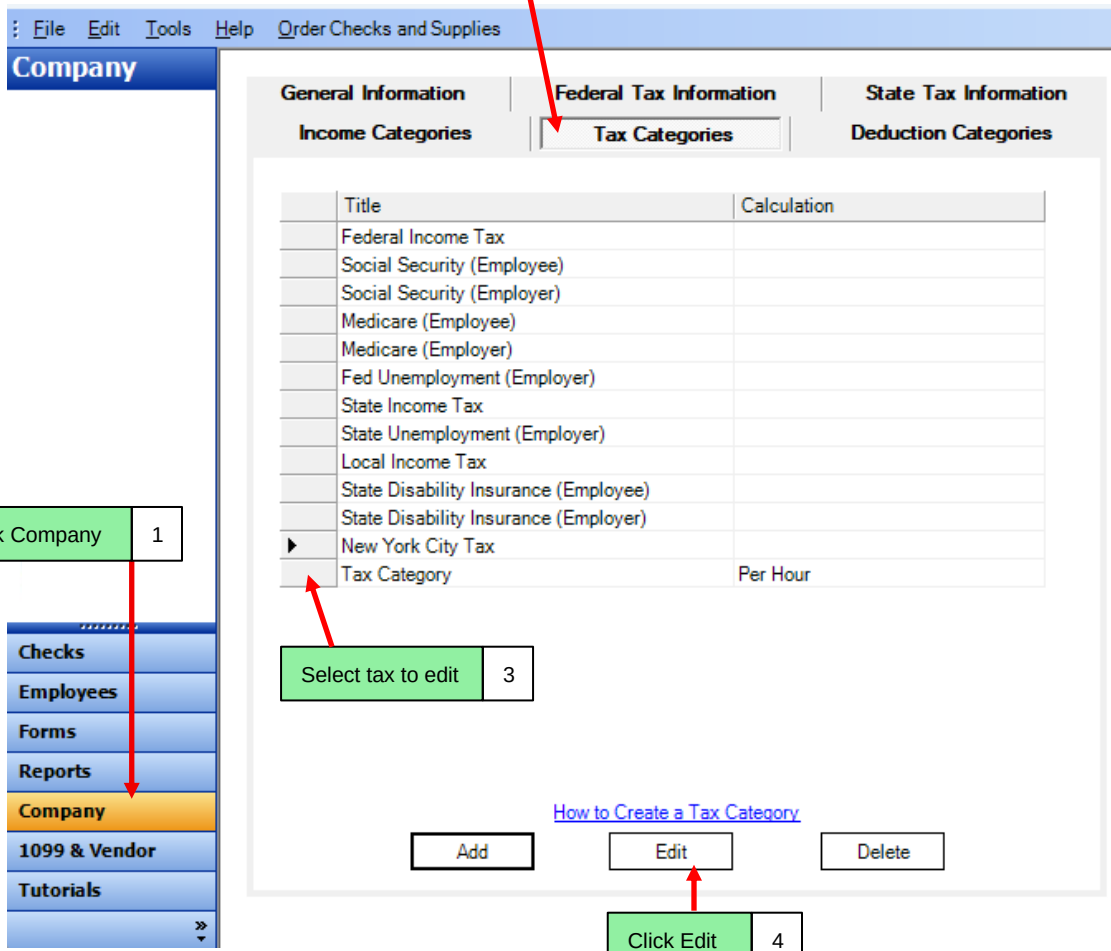
1

Select tax to edit

3

Click Edit

4



Title	Calculation
Federal Income Tax	
Social Security (Employee)	
Social Security (Employer)	
Medicare (Employee)	
Medicare (Employer)	
Fed Unemployment (Employer)	
State Income Tax	
State Unemployment (Employer)	
Local Income Tax	
State Disability Insurance (Employee)	
State Disability Insurance (Employer)	
▶ New York City Tax	
Tax Category	Per Hour

[How to Create a Tax Category](#)

Add
Edit
Delete

5. **Edit** the information **as needed**
6. Click **OK**

Tax Details
✕

Title:

Tax Category

Abbreviation:

Tax Category

Calculation:

Per Hour

2.000000

Max Amount per Check:

Leave Blank if No Max

Paid by:

Employee

W-2 Options

W-2 Box 12 Code:

W-2 Box 14 Abbreviation:

☐ Use on Box 19 (Local income tax)

☐ Inactive

OK

Cancel

Click OK

6

Edit as needed

5

Congratulations. You have now edited a tax category!