

HOW TO ENTER STATE DISABILITY INSURANCE TAX RATE (SDI)?

Question

PLEASE REFER TO THE STEPS BELOW:

Answer

Make sure you are in the correct company.

1. Click **Company**
2. Click **State Tax Information**

Click State Tax Information 2

The screenshot shows the RealTaxTools software interface. On the left is a sidebar with buttons: Checks, Employees, Forms, Reports, Company (highlighted in orange), 1099 & Vendor, and Tutorials. A green box with 'Click Company' and the number '1' has a red arrow pointing to the 'Company' button. The main window has a menu bar (File, Edit, Tools, Help, Order Checks and Supplies) and a tabbed interface. The 'State Tax Information' tab is selected, indicated by a green box with 'Click State Tax Information' and the number '2' and a red arrow. The 'State Tax Information' tab contains sub-tabs: General Information, Federal Tax Information, and State Tax Information (selected). Under 'State Tax Information', there are fields for State ID, State Unemployment Account Number, State Unemployment Tax Rate (1st, 2nd, 3rd, and 4th Quarter), State Unemployment Tax Wage Base, and First Fiscal Month. There are also checkboxes for 'Round State Income Tax to the Nearest Dollar', 'Hide Employees Social Security Numbers in Printed Paystubs and Direct Deposit Files', and 'Print Company State ID on Paystubs'. At the bottom of the 'State Tax Information' section are fields for State Disability Insurance (Employee) Rate, State Disability Insurance (Employee) Wage Base, State Disability Insurance (Employer) Rate, and State Disability Insurance (Employer) Wage Base, followed by an 'Update' button.

3. Complete the **State Disability Insurance** fields
4. Click **Update**

File Edit Tools Help Order Checks and Supplies

Company

General Information	Federal Tax Information	State Tax Information
Income Categories	Tax Categories	Deduction Categories
State ID: State Unemployment Account Number: State Unemployment Tax Rate (1st Quarter): Example: for 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: Leave Blank for No Wage Base 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		

Update Click Update 4

If you don't know your State Disability Insurance tax rates contact your State Revenue Department.

Complete the State Disability Insurance fields

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5. You will receive a pop-up message asking if you are sure you want to update. Click **Yes** to confirm you want to make the update.

The screenshot shows the 'Company' tab in the RealTaxTools software. The 'General Information' section is active, displaying fields for State ID, State Unemployment Account Number, and State Unemployment Tax Rates for the first three quarters. A 'Confirm Update' dialog box is overlaid on the screen, asking 'Are you sure you want to update?'. The 'Yes' button is highlighted with a red arrow, and a green box with the text 'Click Yes' and the number '5' is next to it. The 'Update' button is visible at the bottom of the main form.

General Information	Federal Tax Information	State Tax Information
Income Categories	Tax Categories	Deduction Categories
State ID:		
State Unemployment Account Number:	44654687	
State Unemployment Tax Rate (1st Quarter):	1.500000	Example: for 1.5% enter 1.5 in this box
State Unemployment Tax Rate (2nd Quarter):	1.500000	
State Unemployment Tax Rate (3rd Quarter):	1.500000	
State Unemployment Tax Rate (4th Quarter):		
State Unemployment Tax Wage Base:		
First Fiscal Month:		
☐ Round State Income Tax to the Nearest Cent		
☒ Hide Employees Social Security		
☐ Print Company State ID on Paystubs		
State Disability Insurance (Employee) Rate:	5.000000	
State Disability Insurance (Employee) Wage Base:	5.00	
State Disability Insurance (Employer) Rate:	20.000000	
State Disability Insurance (Employer) Wage Base:	20.00	
Update		