

HOW TO ENTER STATE UNEMPLOYMENT TAX RATE

Question

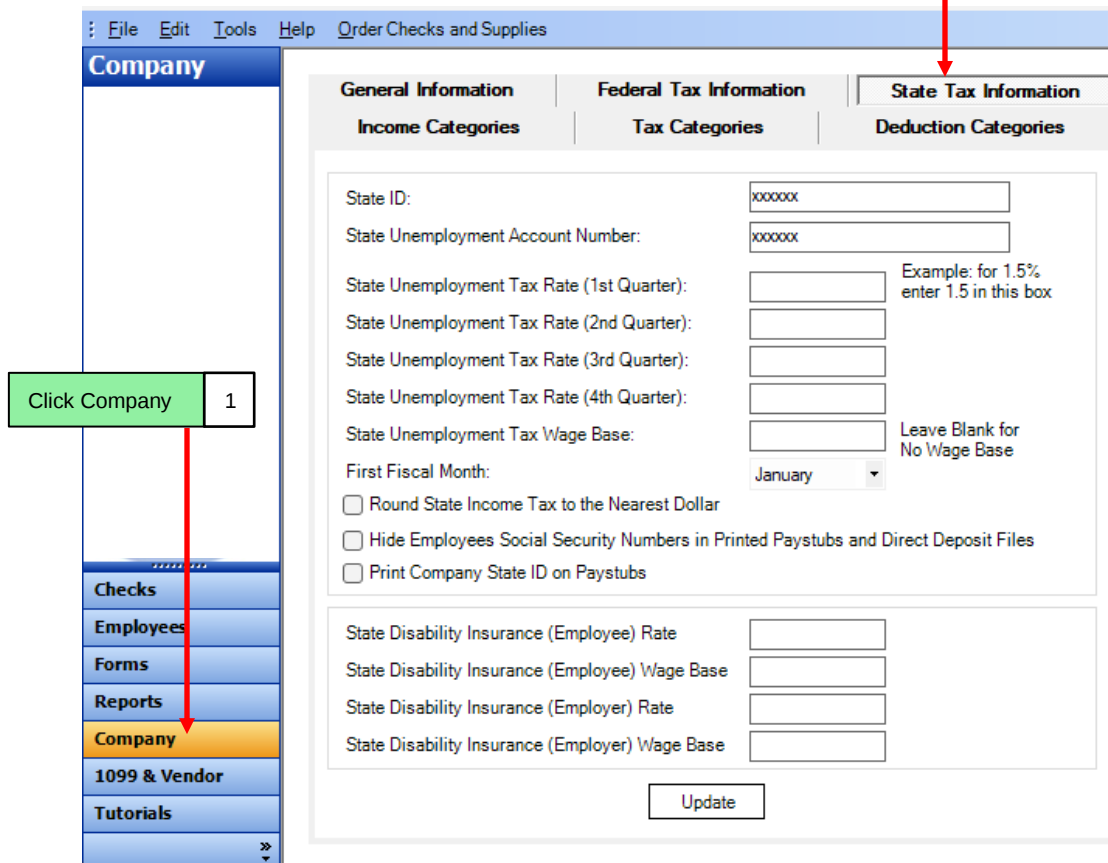
PLEASE REFER TO THE STEPS BELOW:

Answer

Make sure you are in the correct company.

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

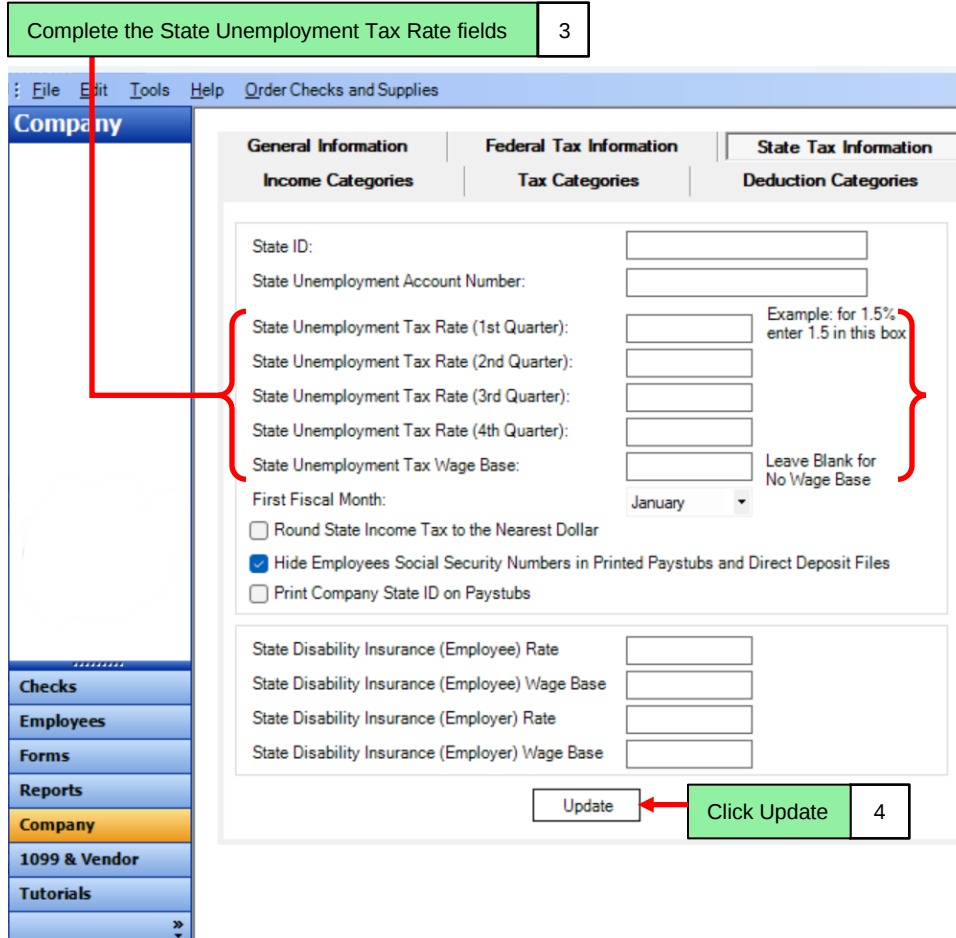
Click State Tax Information 2



The screenshot shows the Payroll Mate software interface. On the left is a vertical menu with options: Checks, Employees, Forms, Reports, Company (highlighted in yellow), 1099 & Vendor, and Tutorials. A red arrow points from the 'Company' menu item to a green box labeled 'Click Company' with the number '1'. The main window has a menu bar (File, Edit, Tools, Help, Order Checks and Supplies) and three tabs: General Information, Federal Tax Information, and State Tax Information. The 'State Tax Information' tab is active. Below the tabs are three sub-sections: Income Categories, Tax Categories, and Deduction Categories. The 'Income Categories' section contains fields for State ID, State Unemployment Account Number, and State Unemployment Tax Rate for each of the four quarters. A red arrow points from a green box labeled 'Click State Tax Information' with the number '2' to the 'State Tax Information' tab. The 'Tax Categories' section contains fields for State Unemployment Tax Wage Base and First Fiscal Month. The 'Deduction Categories' section contains checkboxes for rounding state income tax, hiding social security numbers, and printing the state ID. At the bottom of the main window is an 'Update' button.

3. Complete the **State Unemployment Tax Rate** fields
4. Click **Update**

Complete the State Unemployment Tax Rate fields
 3



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):		
State Unemployment Tax Rate (2nd Quarter):		
State Unemployment Tax Rate (3rd Quarter):		
State Unemployment Tax Rate (4th Quarter):		
State Unemployment Tax 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:		

Example: for 1.5% enter 1.5 in this box

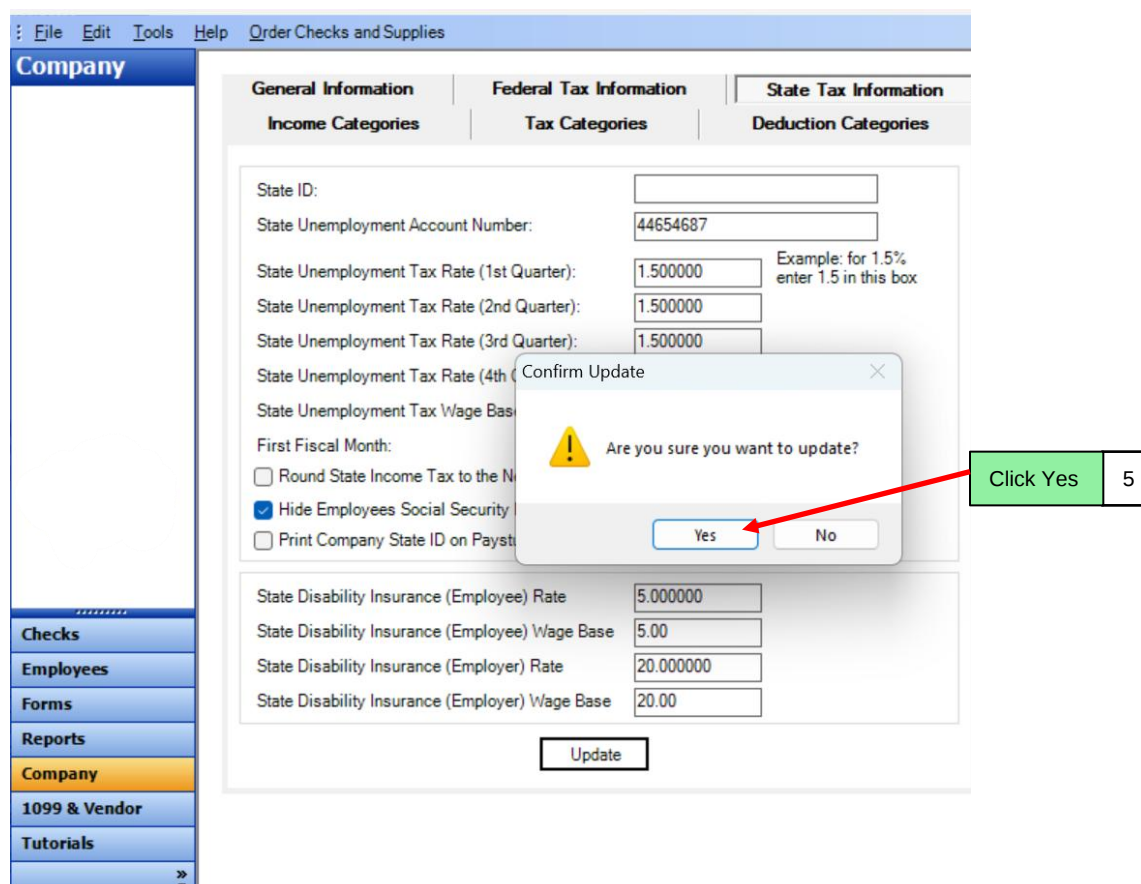
Leave Blank for No Wage Base

Update Click Update 4

Make sure you get the proper information from your State Tax Authorities.

Enter the State Unemployment Tax Rate for each quarter as was provided to you by your state unemployment agency (this rate varies from one employer to another and from one state to another). The rate is a percentage but enter it as a number. Example: for 1.5%, enter 1.5.

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 Payroll Mate 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?'. A red arrow points from a green box labeled 'Click Yes' to the 'Yes' button in the dialog box. The 'Update' button is visible at the bottom of the 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		

Confirm Update
Are you sure you want to update?

Update