

HOW TO HIDE THE EMPLOYEE SOCIAL SECURITY NUMBER ON PAYSTUBS AND IN DIRECT DEPOSIT FILES?

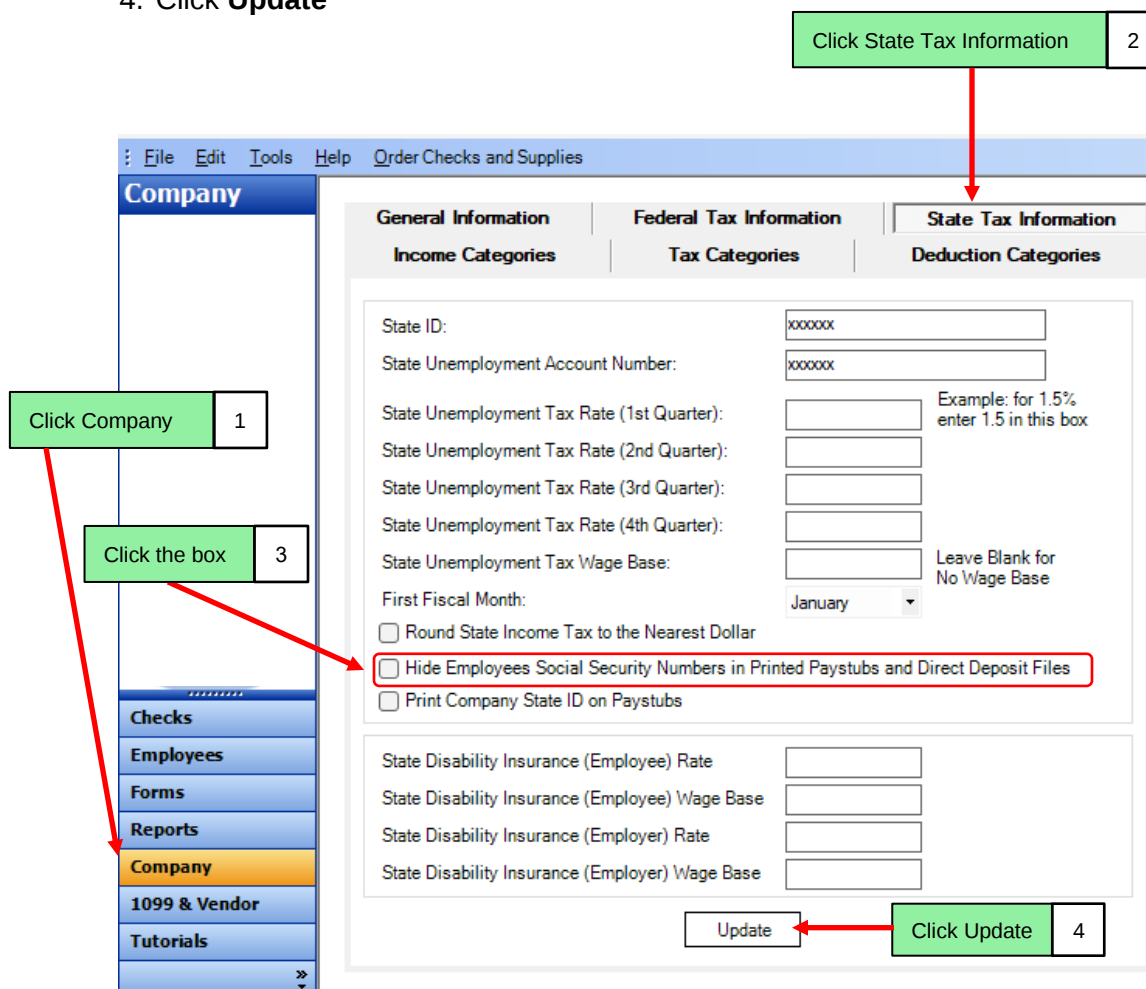
Question

PLEASE REFER TO THE STEPS BELOW:

Answer

Make sure you are in the correct company.

1. Click **Company**
2. Click **State Tax Information**
3. Check the box next to **Hide Employees Social Security Numbers in Printed Paystubs and Direct Deposit Files**
4. Click **Update**



The screenshot shows the Payroll Mate software interface. On the left is a navigation menu with options: Company, Checks, Employees, Forms, Reports, Company (highlighted), 1099 & Vendor, and Tutorials. On the right is the main content area with tabs for General Information, Federal Tax Information, and State Tax Information. The State Tax Information tab is active, showing fields for State ID, State Unemployment Account Number, State Unemployment Tax Rate (1st, 2nd, 3rd, 4th Quarter), State Unemployment Tax Wage Base, and First Fiscal Month. Below these fields are three checkboxes: Round State Income Tax to the Nearest Dollar, Hide Employees Social Security Numbers in Printed Paystubs and Direct Deposit Files (highlighted with a red box), and Print Company State ID on Paystubs. At the bottom right is an Update button. Red arrows and numbered boxes (1-4) indicate the steps: 1. Click Company, 2. Click State Tax Information, 3. Check the box next to Hide Employees Social Security Numbers in Printed Paystubs and Direct Deposit Files, and 4. Click Update.