

HOW TO SET UP AND MANAGE PAYROLL FOR AGRICULTURAL WORKERS

Question

PLEASE REFER TO THE STEPS BELOW:

Answer

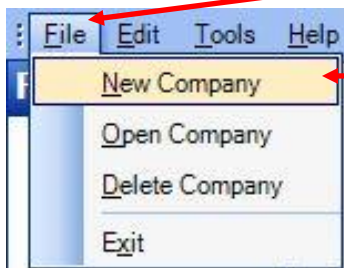
We recommend to check with your tax adviser on your specific set up.
You will have to set up the company as Company type - Agricultural 943.

If you need to set up a new company as Agricultural, proceed to step 1 under New Company
If you need to modify an existing company to Agricultural, proceed to step 1 under Modify Existing Company.

New Company

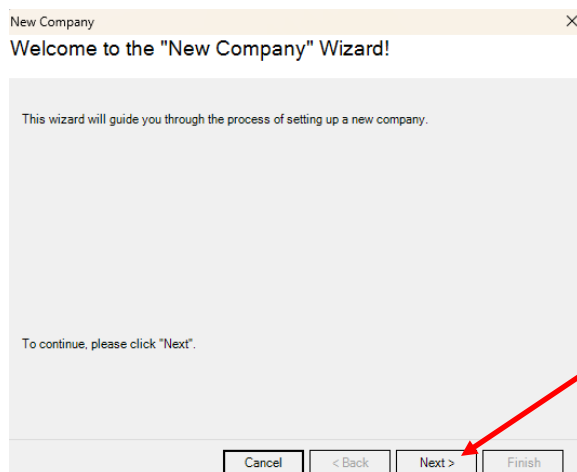
1. Click **File**
2. Click **New Company**

Click File 1



Click New Company 2

3. Welcome to the New Company Wizard will appear. Click **Next**



Click Next 3

4. **Complete the General Information** fields for your company
5. Click **Next**

New Company ×

General Information

Company Name:

Address1:

Address2:

City:

State:

Zip Code:

Contact Name:

Telephone Number:

Fax Number:

E-mail Address:

Complete the General Information 4

Click Next 5

6. Continue to complete each screen and select **Next** until you get to the Federal Tax Information. **Select Agricultural (Form 943)** from the Company Type drop down.
7. **Complete the rest of your information** in that screen.
8. Click **Next**

New Company ×

Federal Tax Information

Company Type:

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:

Select Agricultural (Form 943) 6

Complete the rest of your information 7

Click Next 8

9. Complete information in any other screen until you reach the Finish screen. 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"

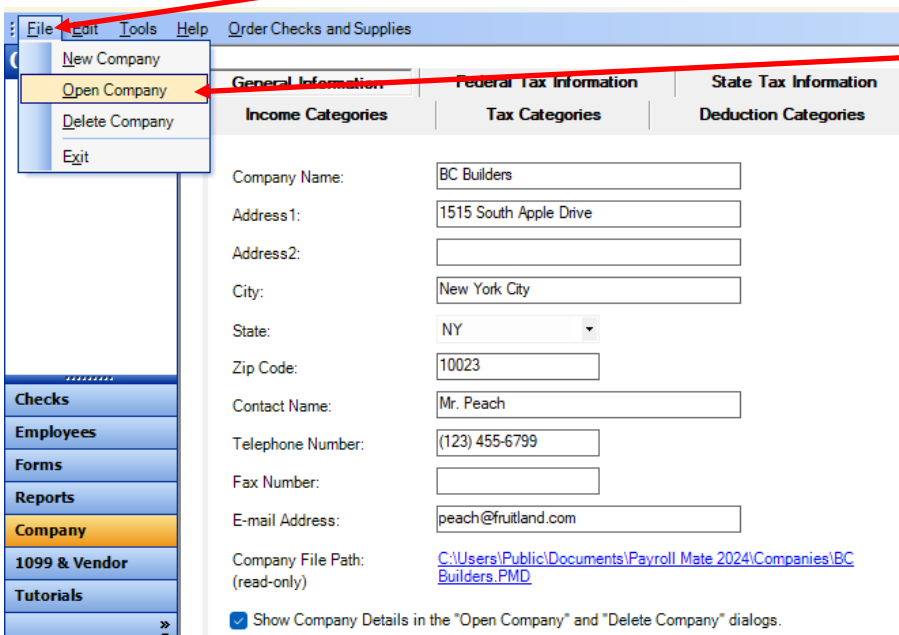
Click Finish 8

Cancel < Back Next > Finish

Modify existing company

1. Click **File**
2. Click **Open Company**

Click File 1



Click Open Company 2

General Information	Federal Tax Information	State Tax Information
Income Categories	Tax Categories	Deduction Categories
Company Name: BC Builders		
Address1: 1515 South Apple Drive		
Address2:		
City: New York City		
State: NY		
Zip Code: 10023		
Contact Name: Mr. Peach		
Telephone Number: (123) 455-6799		
Fax Number:		
E-mail Address: peach@fruitland.com		
Company File Path: C:\Users\Public\Documents\Payroll Mate 2024\Companies\BC Builders.PMD (read-only)		
☒ Show Company Details in the "Open Company" and "Delete Company" dialogs.		

3. **Select the company** you need to modify (example: Willy Nelson)
4. Click **OK**

Open Company

Company Name	File Name	Date Modified
Company ABC	Company ABC.PMD	10/16/2024
Dogs R Us	Dogs R Us.PMD	11/13/2024
Happy puppies	Happy puppies.PMD	09/11/2024
Harvey Flooring	Harvey Flooring.PMD	08/27/2024
Lucys Cares Day Care	Lucys Cares Day Care.PMD	10/01/2024
Pete's Construction	Pete's Construction.PMD	07/18/2024
Rags to Riches	Rags to Riches.PMD	10/02/2024
Sam's Accounting	Sam's Accounting.PMD	09/09/2024
test	test.PMD	10/16/2024
Willy Nelson	Willy Nelson.PMD	11/14/2024
wilson wilson	wilson wilson.PMD	10/16/2024

OK Cancel

Select the company you need to modify 3

Click OK 4

5. Click **Federal Tax Information**
6. **Select Agricultural (Form 943)** from the Company Type drop down
7. 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

Company Type: Agricultural (Form 943)

Employer Identification Number: 13-2456465

Trade Name (if any):

☐ Round Federal Income Tax to the Nearest Dollar

W3 Information

Control Number:

Establishment Number:

Other EIN Used This Year:

Update

Click Federal Tax Information 5

Select Agricultural (Form 943) 6

Click Update 7

8. Confirm Update dialog box will appear. Click **Yes**

