HOW TO SET UP EMPLOYEE STATE TAX WITHOLDING

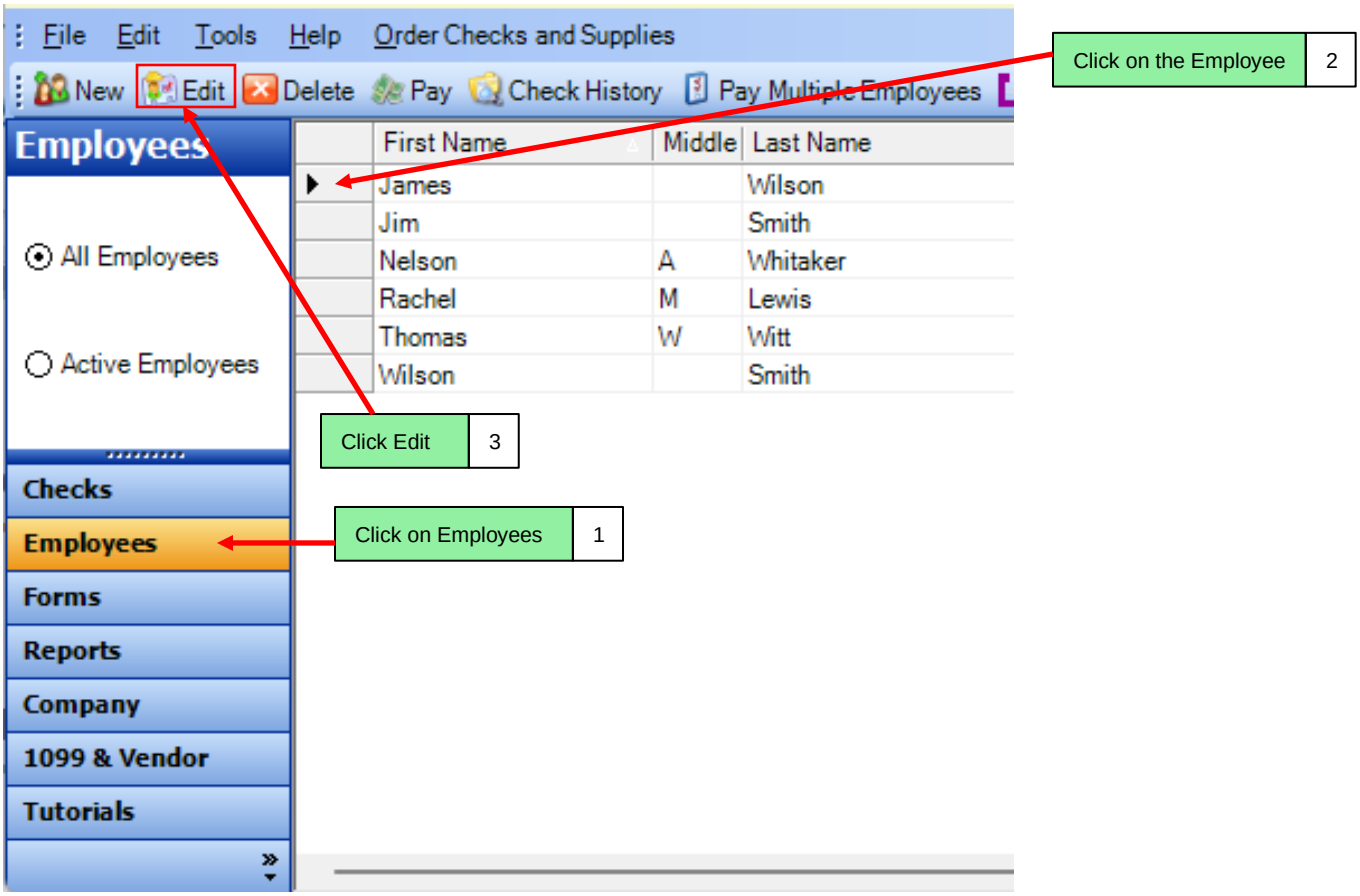
Question

PLEASE REFER TO THE STEPS BELOW:

Answer

Make sure you are in the correct company.

1. Click on **Employees** from the shortcut menu.
2. Click on the **Employee** you need to set up.
3. Click **Edit** from the second-row menu bar.



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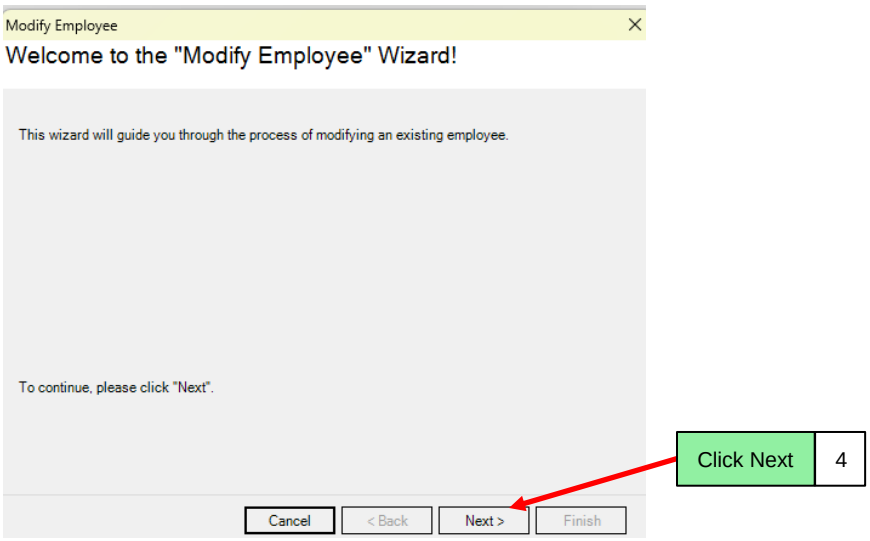
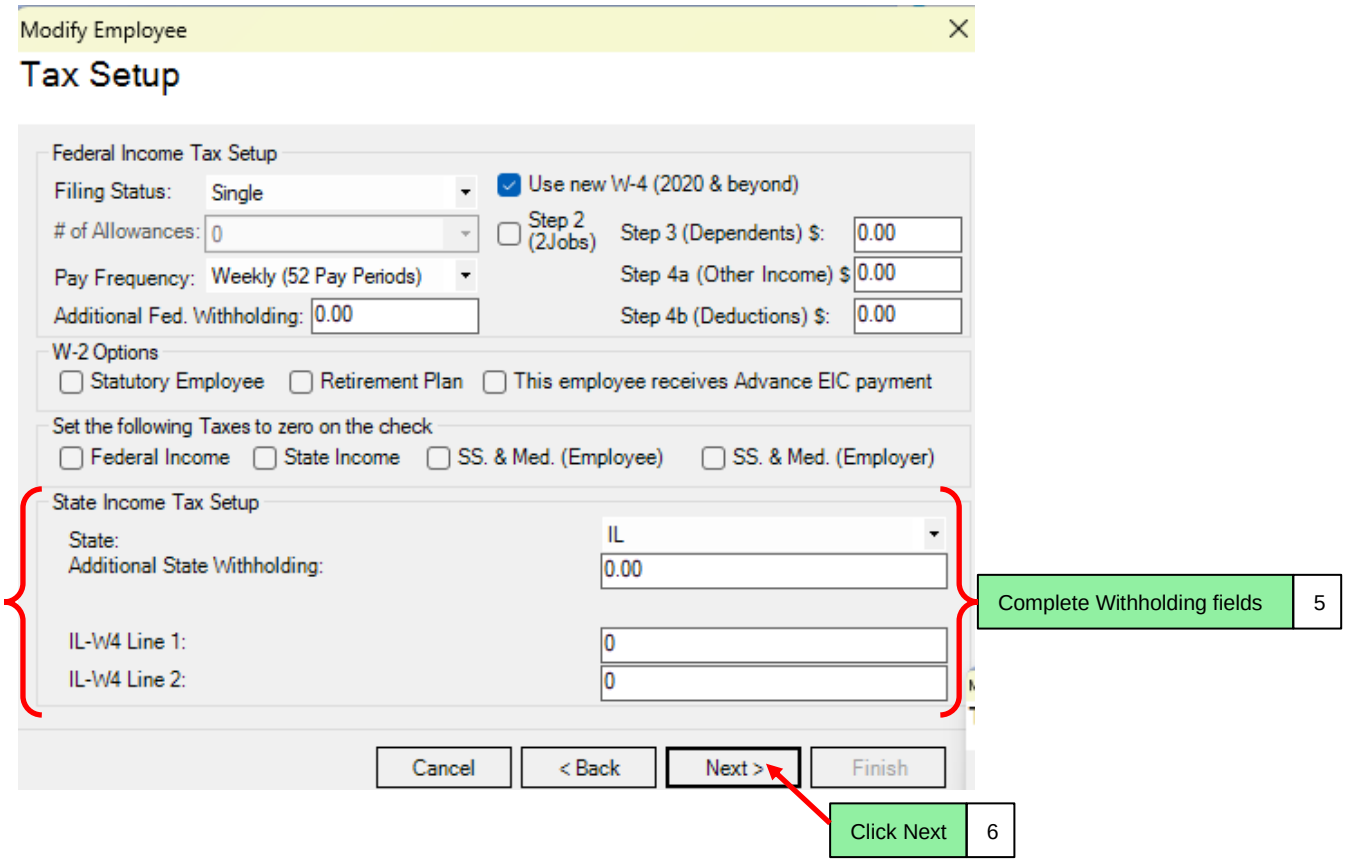
4. Welcome to the “Modify Employee” Wizard will pop-up. Click **Next** until you get to the Tax Setup.



5. Complete the **State Income Tax Withholding** fields within the Tax Setup as needed.
6. Click **Next** until you reach the Finish screen.



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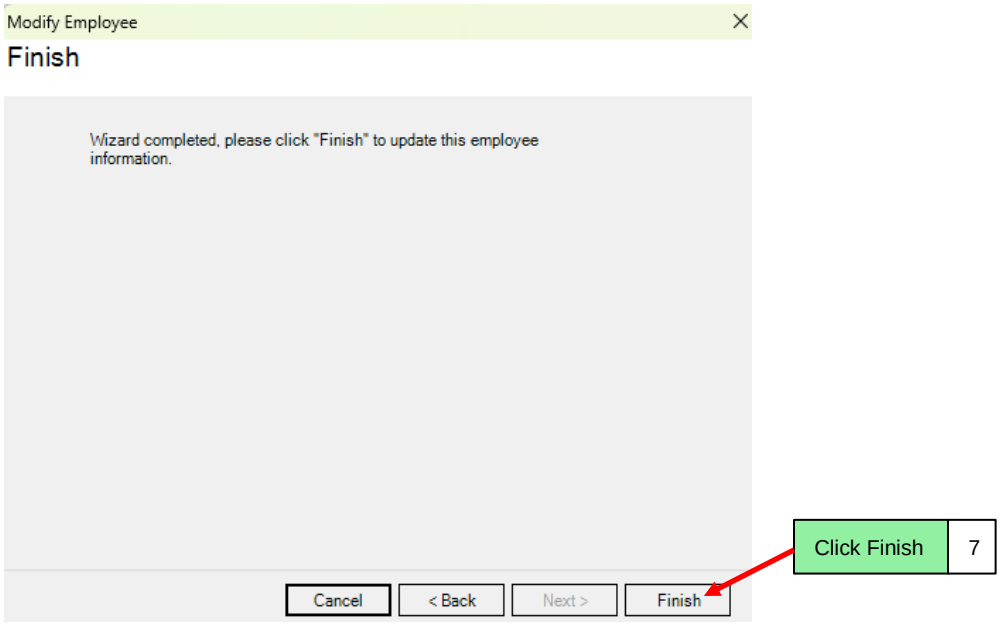
7. Click **Finish** to update the employee information.



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