

HOW TO SET UP STATE UNEMPLOYMENT INSURANCE TAX

Question

PLEASE REFER TO THE STEPS BELOW:

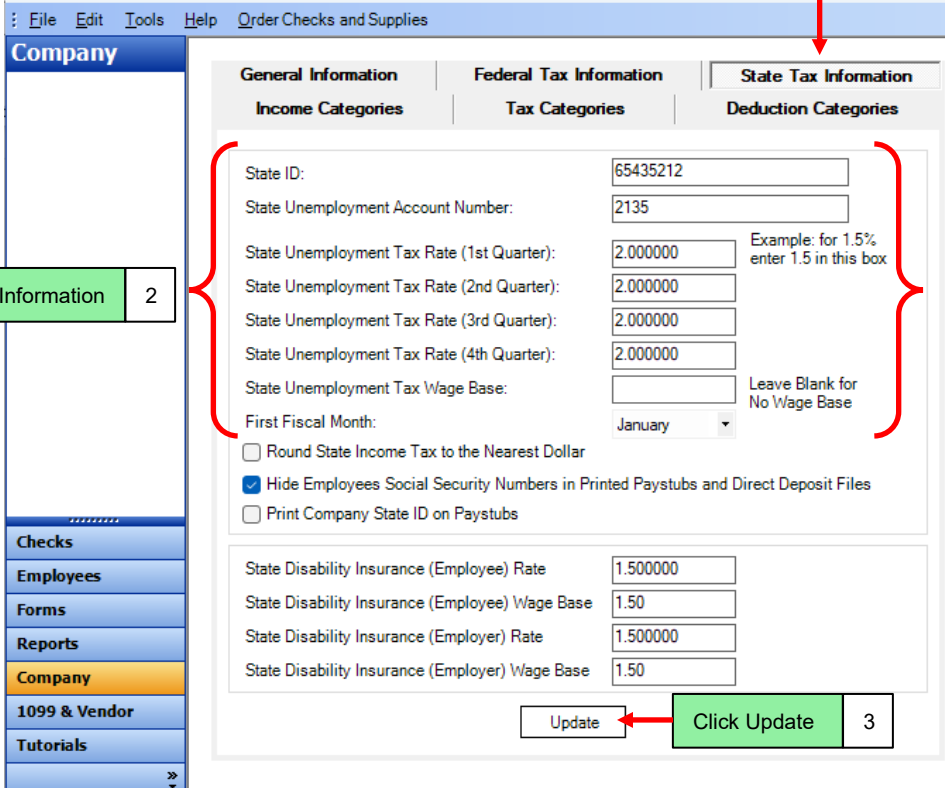
Answer

This tutorial is for information purposes only. It is your responsibility to make sure the payroll setup is correct. Consult your accountant or tax advisor if you are unsure how a certain payroll item or your payroll in general should be set up.

Make sure you are in the correct company.

1. Click **State Tax Information**
2. **Enter State Information**
3. Click **Update**

Click State Tax Information 1



Enter State Information 2

Enter the State ID

Enter the State Unemployment Account Number

Enter the State Unemployment Tax Rate for each quarter (the rate may be the same for each quarter)

Enter the State Unemployment Tax Wage Base (the maximum dollar amount subject to the tax) leave blank if no wage base.

* If you are unsure what your tax rate and wage base are you will need to contact your state department of employment

Select First Fiscal Month

Click Update 3

4. Click **Yes**

Confirm Update ✕



Are you sure you want to update?

Yes

No

Click Yes

4

Congratulations! You have set up the State Unemployment Insurance Tax