

# How to Delete Tax Type

- 1. Click **Tax Types** from **Payroll** module.
- 2. Select **tax type** from the grid.
- 3. Click **Open** toolbar button.

Tax Type

NewOpenRefreshExportClose

Filter Records (F3)12 records (1 selected)

Tax Type	Description	Calculation Type	Amount/Percent	Limit	Paid By
<input type="checkbox"/> FIT	Federal Income Tax	USA Federal Tax	0.00	0.00	Employee
<input type="checkbox"/> FICA SS Employee	FICA Social Security Employee	USA Social Security	0.00	0.00	Employee
<input type="checkbox"/> FICA SS Company	FICA Social Security Company	USA Social Security	0.00	0.00	Company
<input type="checkbox"/> FICA MED Employee	FICA Medicare Employee	USA Medicare	0.00	0.00	Employee
<input type="checkbox"/> FICA MED Company	FICA Medicare Company	USA Medicare	0.00	0.00	Company
<input type="checkbox"/> FLTA	Federal Unemployment Tax	USA FLTA	0.00	7,000.00	Company
<input type="checkbox"/> SUTA	State Unemployment Tax	USA SUTA	0.53	8,000.00	Company
<input type="checkbox"/> MI-State Tax	Michigan State Tax	USA State	0.00	0.00	Employee
<input type="checkbox"/> MI-Local	Michigan City Tax	USA Local	0.00	0.00	Employee
<input type="checkbox"/> CA State Tax	California State Tax	USA State	0.00	0.00	Employee
<input type="checkbox"/> SDI-CA	State Disability Insurance - CA	USA State Disability	0.00	0.00	Employee
<input checked="" type="checkbox"/> My Tax	New Tax Types	Fixed Amount	5.00	10.00	Employee

- 4. Click **Delete** toolbar button.

Tax Types - MTX

NewSaveSearchDeleteUndoUpdate EmployeesClose

Details

Tax ID:MTXCalculation Type:Fixed Amount

Description:Update Tax

Amount:5.00Limit:10.00

Paid By:EmployeeState:

Account ID:20000-0000-000County:

Expense Account:50000-0000-000Vendor Id:0001005164

Ready

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- 5. A confirmation message will be displayed.
- 6. Click **Yes** button.

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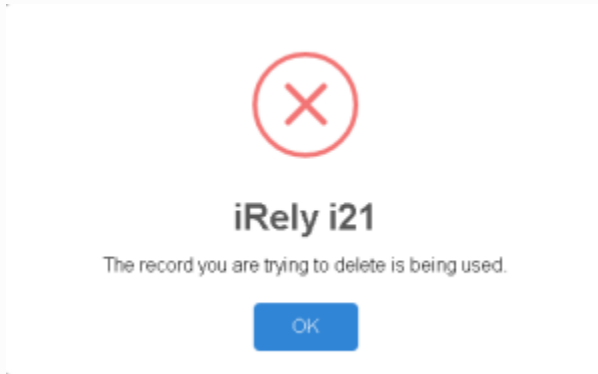
Are you sure you want to delete this record?

Yes

No

- 7. Deleted tax type will be removed from the grid.

- i** If the tax type is associated to any employee, this message will be shown:



1. Click **Tax Types** from **Payroll** module.
2. Select **tax type** from the grid.
3. Click **Open** toolbar button.

Tax Type						
New <b>Open</b> Refresh Export Close						
Filter Records (F3) 12 records (1 selected)						
Tax Type	Description	Calculation Type	Amount/Percent	Limit	Paid By	
<input type="checkbox"/> FIT	Federal Income Tax	USA Federal Tax	0.00	0.00	Employee	
<input type="checkbox"/> FICA SS Employee	FICA Social Security Employee	USA Social Security	0.00	0.00	Employee	
<input type="checkbox"/> FICA SS Company	FICA Social Security Company	USA Social Security	0.00	0.00	Company	
<input type="checkbox"/> FICA MED Employee	FICA Medicare Employee	USA Medicare	0.00	0.00	Employee	
<input type="checkbox"/> FICA MED Company	FICA Medicare Company	USA Medicare	0.00	0.00	Company	
<input type="checkbox"/> FUTA	Federal UnEmployment Tax	USA FUTA	0.80	7,000.00	Company	
<input type="checkbox"/> SUTA	State UnEmployment Tax	USA SUTA	0.53	8,000.00	Company	
<input type="checkbox"/> MI-State Tax	Michigan State Tax	USA State	0.00	0.00	Employee	
<input type="checkbox"/> MI-Local	Michigan City Tax	USA Local	0.00	0.00	Employee	
<input type="checkbox"/> CA State Tax	California State Tax	USA State	0.00	0.00	Employee	
<input type="checkbox"/> SDI-CA	State Disability Insurance - CA	USA State Disability	0.00	0.00	Employee	
<input checked="" type="checkbox"/> My Tax	New Tax Types	Fixed Amount	5.00	10.00	Employee	

4. Click **Delete** toolbar button.

Tax Types - MTX

New Save Search **Delete** Undo Update Employees Close

Details

Tax ID: MTX

Calculation Type: Fixed Amount

Description: Update Tax

Amount: 5.00

Limit: 10.00

Paid By: Employee

State:

Account ID: 20000-0000-000

County:

Expense Account: 50000-0000-000

Vendor Id: 0001005164

Ready

Page 1 of 1

5. A confirmation message will be displayed.


6. Click **Yes** button.



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Are you sure you want to delete this record?

7. Deleted tax type will be removed from the grid.

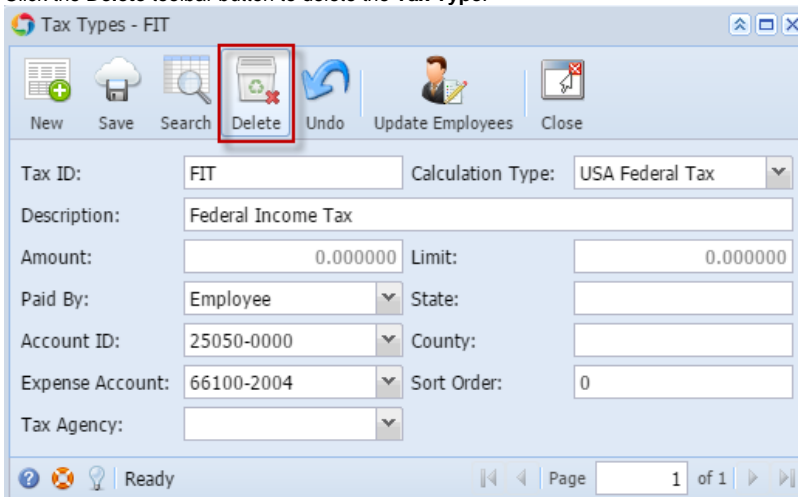
 If the tax type is associated to any employee, this message will be shown:



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The record you are trying to delete is being used.

1. Click the **Delete** toolbar button to delete the **Tax Type**.



**Tax Types - FIT**

New Save Search **Delete** Undo Update Employees Close

Tax ID: FIT Calculation Type: USA Federal Tax

Description: Federal Income Tax

Amount: 0.000000 Limit: 0.000000

Paid By: Employee State:

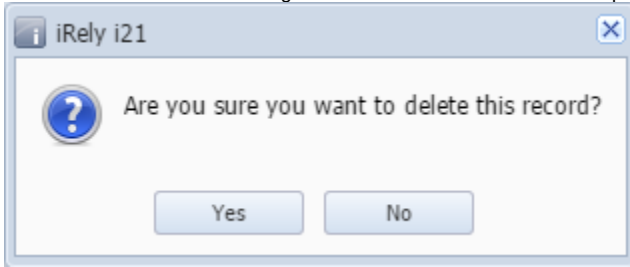
Account ID: 25050-0000 County:


Expense Account: 66100-2004 Sort Order: 0

Tax Agency:

Ready Page 1 of 1

2. This delete confirmation message will be shown. Click **Yes** button to proceed with deleting the record.



 When record you are trying to delete is being used by another record, this message will be shown.

