

How to Edit Tax Type

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

Tax Type					
New Open Refresh Export Close					
Layout 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. Edit fields as necessary.
5. Click **Save** toolbar button to save changes made.

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

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Saved

Page 1 of 1

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3. Click **Open** toolbar button.

Tax Type					
New Open Refresh Export Close					
Layout 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. Edit fields as necessary.

5. Click **Save** toolbar button to save changes made.

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

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