

# How to Update Employee Tax Details in Tax Types

1. After editing Tax ID details and saving changes, [How to Edit Tax Type](#)
2. Click **Update Employees** button

**Tax Types - Fixed Tax**

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

**Details**

Tax ID \* Fixed Tax Calculation Type \* Fixed Amount

Description Test Fixed Tax

Amount 202.25 Limit 0.00

Paid By Employee State

Account ID \* 22000-0007-000 County

Expense Account Vendor Id 1005577

Supplemental Calc Normal Rate

Employer's State ID

? 0.14s Saved Page 1 of 1 Refresh

3. Update Employees screen is displayed.
4. Select fields to update values on Employees with the edited Tax ID
5. Click **Update** button

**Update Employees**

Update Cancel

**Details**

**NOTE:** This will override all Employee and Template Taxes with the value of the selected fields. This process is **irreversible**. Please proceed with caution.

Tax ID Fixed Tax

Select the fields to update/override

Field	Changing To
Amount	202.25
Limit	0.00
Account ID	22000-0007-000
Expense Account	

? Ready

6. And click **OK**

