Tax Deposit Walkthrough

**NOTE: ALL TAX DEPOSITS REQUIRE A PAYEE CHOSEN FROM DROP DOWN MENU!!!! CANNOT TYPE IN PAY TO NAME!!**

**Setting up a Tax Deposit Payee:**

On the Payroll screen, Click on Setup/Activities, in the drop down menu, Click on “Tax Deposit Payee Information”

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Click “Add” to add a new tax deposit payee. And you’ll fill in the necessary information.

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Click OK to finish, and now that Tax Payee has been successfully added

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Now We’ll move on to creating a Tax Deposit:

Choose the company that you are working with

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Click on the PayRoll Module

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Then once the payroll window opens, click on “Tax Deposit”

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And you’ll open this box

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In the grey box, RIGHT CLICK to add a new deposit

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Which will open this box

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In the drop down menus you will be able to chose the type of tax, fiscal quarter and the year and the state.

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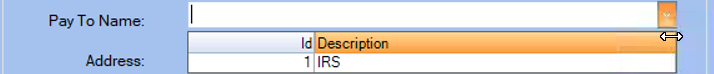
Next, you will be able to set the bank, check number, and check date.

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The next area will be the Tax Deposit Payee or “Pay to Name.”



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After adding your Tax Payee they will appear on the drop down menu in “Pay to Name”.

In the next section you will have the address, a memo for any notes you need to make and amounts.

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After filling out the necessary information, click OK and you will be asked if you want to save the information.

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Click yes, and you’ve successfully created your tax deposit!

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