

State Tax ID's

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Synopsis:

This is where you can add the State ID number that goes onto the W2. This manual will walk you through the process of adding a State Tax ID #

Step 1. ACCESS STATE TAX ID'S

- Full Payroll Menu
- 'Setup' column
- State Tax ID's

Full Payroll Menu						
Payroll Processing	Reports	History	Periodic Activities	Setup	Setup Groups	Posting Setup
Payroll Employees	Payroll Report	Posted Payroll	Periodic Processing..	Payroll Setup	Additional Setups..	Employee Posting Groups
Payroll Processing	US Tax Reports..	Payroll Ledger Entries	Financial Periodic Activities..	Payroll Codes	HR Setup..	Earnings
Batch Payroll Processing	Payroll Financial Reports..	Payroll Statistics	ACA Compliance..	Pay Cycles..	Report Setup..	Withholdings / Deductions
Payroll Applicants	Payroll Employee Info..	Posted Batch List	Web Portal Documents..	Payroll Calc. Formulas	Process Procedures..	Employer Taxes
Payroll Journal	HR Reports..	PTO Ledger Entries	Create Emp. Info. from Template..	Earnings Rates	Payroll Division Templates..	Employer Contributions
PTO Management..	Field Select. Reports..	Hours Detail Entries	Time Transfer Reports..	Payroll Tax Setup	Applicant Setup..	Reimbursements
Enter Hours / Quantity..	Time / PTO Reports..	Approved PTO Hours	Labor Cost Updates..	Customer Payroll Tax Setup	Position and Union Setup..	Payment Advances
Emp. Change Req./Approve..	Labor Costing Information..	Other Ledgers..	Automatic Data Migration..	State Tax IDs	Labor Cost Setups..	Payments



STATE LIST | WORK DATE: 10/10/2019

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+ New

Edit List

Delete

Edit

View

Open in Excel



Code ↑	Name	State ID Number
→ AK	Alaska	
AL	Alabama	
AR	Arkansas	
AZ	Arizona	
CA	California	
CO	Colorado	
CT	Connecticut	
DC	Washington DC	
DE	Delaware	
FL	Florida	
GA	Georgia	
HI	Hawaii	

STEP 2. ADD A STATE TAX ID NUMBER

- Click 'Edit'
- Click a state Code you wish to edit



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Edit List

Delete

Edit

View

Open in Excel



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→ AK	Alaska	
AL	Alabama	
AR	Arkansas	
AZ	Arizona	
CA	California	
CO	Colorado	
CT	Connecticut	
DC	Washington DC	
DE	Delaware	
FL	Florida	
GA	Georgia	
HI	Hawaii	

- The State Tax ID Setup Card will open

- Enter a State Tax ID number in the State ID Number field
- Then click 'Back' button to save number

←

... SETUP CARD | WORK DATE: 10/10/2019

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AK

General

Code

AK

State ID Number

12345645

Name

Alaska

Additional ID Numbers

←

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➕ New

📋 Edit List

🗑 Delete

✎ Edit

🔍 View

📄 Open in Excel

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Code ↑	Name	State ID Number
→ AK	Alaska	12345645
AL	Alabama	
AR	Arkansas	
AZ	Arizona	
CA	California	
CO	Colorado	
CT	Connecticut	