


Adding Local Taxes to an Employee

To add a local tax to an employee you must start out under **Employee-Locals**.

1. While on the **Browse** tab, select the employee.
2. Either double click on the employee name or go to the **Details** tab at the top.
3. Once you are on the **Details** tab click on the green plus key  to add a local tax.

Doe, Jane
452-25-6666

EE CODE: 80
COMPANY: 0002
CLIENT: 0002

Only For Testing
Test Company #2

80 Doe Jane L

Browse Details

Summary

Local	County	Local Type
* New York City Res.	New York City Res.	Income Residential

Local Details

Local*
New York City Res. Standard Tax Rate: 0.00

County
New York City Res.

Tax Code

Work Address Override
 Yes No

Work Address

Address 1

Address 2

City State Zip

Location

Additional Local Details

Use Effective Dates to Change Tax Statuses

Exempt or Block*
 Exempt Block Include



Local Enabled*
 Yes No

Deduct*
 Always Never
 No Overrides

Include pretax deductions in tax wages*
 Yes No

Override Tax Type: None
Override Tax Value:

Misc Amount: % Of Taxable Wages:

4. Find the red field called Local and click in the drop down box. Select the locality that you would like to add to this employee.
5. You now have the option to override the default set ups on this employee. If applicable, go through the fields and pull in the override tax amounts and taxation. If you are unsure what you should be pulling into these fields, contact the PayData Tax Department for assistance.
6. **Local Enabled** - means that the local will be active on the employee.
7. **Deduct** – means you want the local deduction to happen every time, never, or have no overrides taken.
8. **Include pretax deductions in tax wages** – means if you want to include the pretax deductions in your calculations. You should always go with the system defaults.
9. Once you have entered all the necessary data, click the Green Check mark  to save and the Green stack of coins to commit.  These are located in the top right hand corner of your screen.

****You need to be extremely cautious concerning overriding of taxes. Some local taxes are based on a percentage of earnings and, if overridden, will require corrections to be done to fix incorrect tax withholdings. Any questions concerning local taxes should be immediately directed to the PayData Tax Department for assistance.****