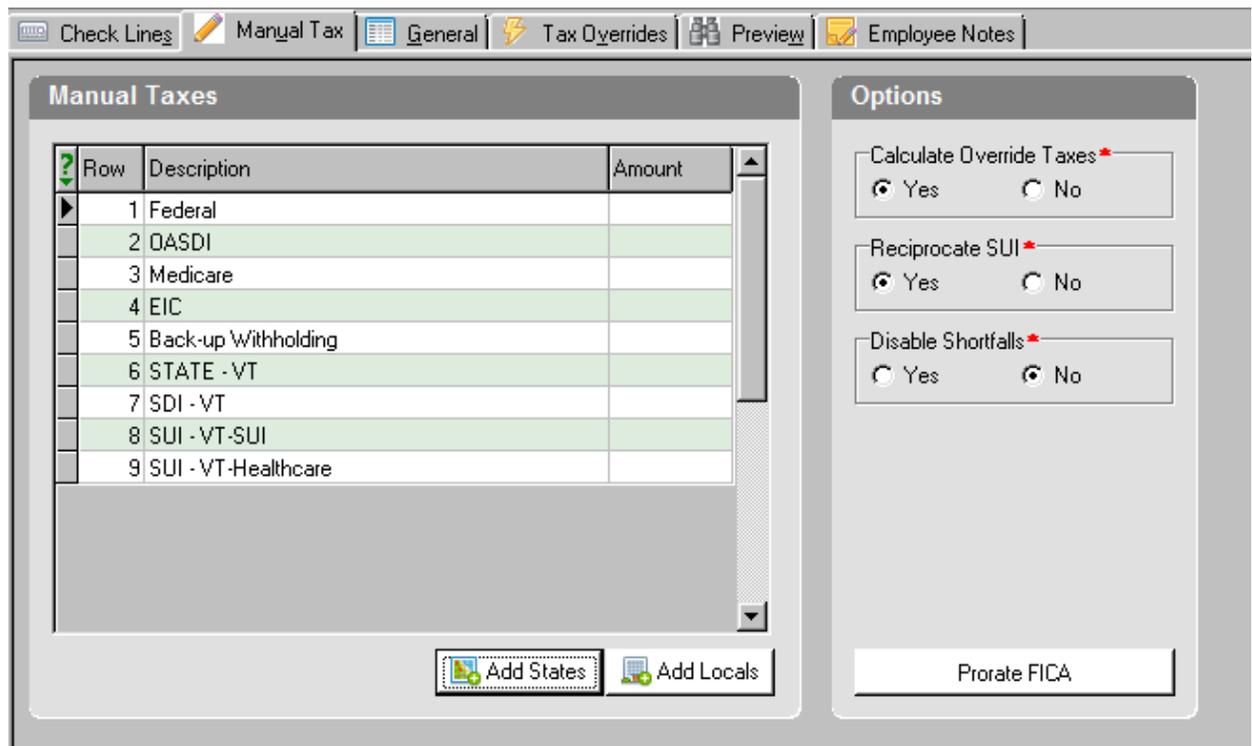


Blocking/Overriding federal or state taxes on a second check

1. Go into your existing check or create a second check.
2. Fill in the check lines screen as you normally would
3. Click on the manual tax tab
4. Click the  button at the bottom of the grid



Row	Description	Amount
1	Federal	
2	OASDI	
3	Medicare	
4	EIC	
5	Back-up Withholding	
6	STATE - VT	
7	SDI - VT	
8	SUI - VT-SUI	
9	SUI - VT-Healthcare	

Options

Calculate Override Taxes*
 Yes No

Reciprocate SUI*
 Yes No

Disable Shortfalls*
 Yes No

Prorate FICA

5. Type in the override amount under Federal amount and click enter
6. Type in the override amount under State amount and click enter
7. Click the  button
8. Verify totals.

Note: Make sure that Federal and State are the only taxes being overridden. You should **never** override OASDI and Medicare.