



Our dealership is requesting to add or change the state/local tax filing number(s), Unemployment ID(s), unemployment experience rate(s), disability tax rate(s), or Default Tax Withholding rates for our computer system.

Our inhouse client number is \_\_\_\_\_.

This also applies to the following branches: \_\_\_\_\_,  
\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.

TAX CODE*	Filing Number	Unemployment ID	Unemployment Experience Rate	Disability Rate	Default Rate for Default Tax Earning Codes**
(2ST) (3STLLLL) (4STLLLL)	(Enter with appropriate spaces or dashes)	(Enter with appropriate spaces or dashes)	(Enter as % or per \$100 with up to 5 decimals)	(Enter as % or per \$100 with up to 3 decimals)	(Enter as % with up to 2 decimals)
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

\* Where 2 = State, 3 = County, 4= Local, ST = 2 digit State abbreviation, and LLLL = 2 to 4 digit alpha-numeric code for tax locality  
\*\* Any Earning Code displayed in Company Earnings screen with a CATEGORY that ends with DEFAULT or DEF

A Payroll cycle is open in each branch where changes are requested. **YES / NO** (A cycle must be open for these changes.)

I have attached supporting documentation from my state or local tax office with the correct rate(s) circled. **YES / NO**

Changes to the unemployment experience rate results in the system automatically adding a transaction in the current cycle to retroactively correct unemployment taxes accrued back to the beginning of the quarter in which the changes are made.

I understand that if I am adding a new tax code to my system and I have existing tax exempt deductions such as a 401-K or 125 plan, I must also complete a Taxability Request Form to explain how the new tax should be treated when withholding tax exempt deductions. The Tax Advantaged Plans (PAYCC053) screen shows how existing tax codes are treated by these deductions. The Tax Advantaged Plans screen is available from the Display menu in POWER Payroll Options.

I understand that if I am adding a new tax code to my system, G/L accounts need to be added in Tax Accounts (PAYCC034) for the tax accrual accounts in each Pay Entity.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (Please Print) \_\_\_\_\_ Title \_\_\_\_\_

Dealership Name \_\_\_\_\_

Please fax the completed form to (979) 690-5815.

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