Processing State Unemployment Tax Forms

For employees that live in one state and work in another

Available in all versions of
Sage 50 Accounting US
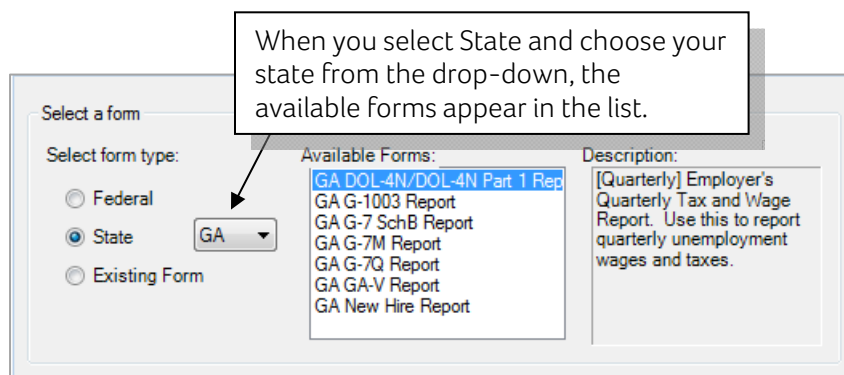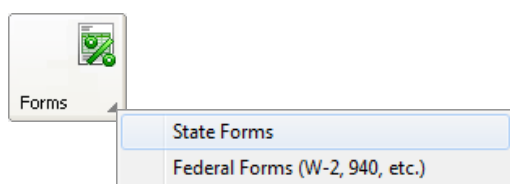
Quick Reference Guide

Why do I need to file a state unemployment tax form?

- If you are an employer who is liable for unemployment insurance, you must file a tax and wage report for each quarter you are in business. Check with your state agency for the exact report you should file.

How do I find my state unemployment tax form in Sage 50?

- Go the Employees & Payroll Navigation Center, click Forms, and then State Forms.

When you select State and choose your state from the drop-down, the available forms appear in the list.

How do I correctly generate a state unemployment form when I have employees that live in one state and work in another?

- When you generate your state unemployment forms, the program pulls in employee information for only one state (the state for which the unemployment form will be filed). For example, a company that is located in Georgia will file the GA state unemployment form. When the GA state unemployment form is generated in Sage 50, it will only pull information for employees that live in Georgia, which means the amounts on the form will be incorrect.

To ensure the form includes information for all employees, follow these steps:

1. Go to the Employees & Payroll Navigation Center, click Employees, and select View and Edit Employees. Open the employee who lives in a different state. Go to the Withholding Info tab and in the State/Locality field, change the state to the one where the company is located, and then click Save. Make sure to do this for each employee that lives in a different state.

2. In the Employees & Payroll Navigation Center, select Forms, State Forms. Select State as the form type, and choose your state from the drop-down.

3. Highlight your state unemployment form in the list and click OK. Fill out the necessary fields, verify the information is correct, and then print the form.

4. When you are finished, change those employees back to the state where they reside so that your payroll checks calculate correctly in the future.

Did you know?

- You must be subscribed to one of the Sage 50 Payroll Solutions if you want to print or e-file your state and federal forms.

- Before generating your state year-end forms, install the latest Sage 50 tax update to ensure your forms are in compliance with current government regulations.