

Look at the following screen to become familiar with it:

```
Work With Employee State Information  South Point Systems Inc.
Income Tax      Employee Unempl.  Employer Unempl.  State Income  Unemployment  Employee Unemp.  Employer Unemp.
St Account      Account      Account      Tax ID Number  ID Number     Tax Rate      Tax Rate
AL 20600        20700        23100        27048          0025638900    .000000       .019500
Max. Employee Gross-----:      Max. Employer Gross---:  8000.00

Enter State/Account Numbers/ID Numbers/Rates/Maximums to Change or Add
AL 017500
Max Employee Gross-----:      Max Employer Gross-----:
Enter State And D Here To Delete Existing State-----:
INSTRUCTIONS: Enter New State and information Or enter Existing State and
enter only information you want to change.
PRESS ENTER TO ADD OR UPDATE THE STATE ONCE YOU HAVE ENTERED INFORMATION (+)
F2 - PAGE BACKWARDS (-)  F7 - RETURN  F15 - VIEW G.L. ACCOUNTS
```

This screen above has a tax rate of .019500 currently. In order to update our records with a new tax rate of .017500 we need to enter the new information in the lower portion of this screen.

Place the state abbreviation code and then tabbing over to the Employer Unemp. Tax Rate and enter the new tax rate. If the new tax rate is .02 percent you would enter it as .020000 then field exit to clear the remaining spaces in the field. To update your entries press Enter. Updated entries will appear in the upper portion of the screen.

When all necessary changes have been made, choose F7 to Return to previous menu. Then choose F7 to Exit to Menu.

If you need additional assistance, please do not hesitate to call.