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State Tax Set Up/Change

Employer / Client _____ Client # _____ Date _____ New Change

State Income Tax Withholding Information. List the states, state ID #, State Filing Frequency and SUTA % for each state that you process payroll. Please attach a state deposit coupon and a copy of rate notice. (State Filing Frequency: Semiweekly, Qrt Monthly, Monthly, Follows Fed, Weekly, Eighth Monthly, Quarterly, Semi-monthly). If this is a change request, only update the sections that have changed.

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|----|-------------|------------------|------------------------------|--------------|
| 1. | State _____ | State ID # _____ | State Filing Frequency _____ | SUTA % _____ |
| 2. | State _____ | State ID # _____ | State Filing Frequency _____ | SUTA % _____ |
| 3. | State _____ | State ID # _____ | State Filing Frequency _____ | SUTA % _____ |
| 4. | State _____ | State ID # _____ | State Filing Frequency _____ | SUTA % _____ |
| 5. | State _____ | State ID # _____ | State Filing Frequency _____ | SUTA % _____ |
| 6. | State _____ | State ID # _____ | State Filing Frequency _____ | SUTA % _____ |
| 7. | State _____ | State ID # _____ | State Filing Frequency _____ | SUTA % _____ |
| 8. | State _____ | State ID # _____ | State Filing Frequency _____ | SUTA % _____ |