

Local Tax Information

PROGRAM NAME: PRLOCTAX

MENU OPTION TITLE: Local Tax Information

MAIN MODULE: PAYROLL

HELP KEY ACTIVE: YES

PROGRAM OVERVIEW

This is another required database to be set up in order to operate NBS Payroll. The location code is used to identify which location that employee worked at. It is per the valid states set up in your "State Tax Information/PRSTTAX" program.

NOTE: Even though there may not be any tax deduction per any local codes, this file must be set for each state that payroll will be generated for.

PROGRAM OPERATION

Local Code: This is a two-digit code that represents the main locality the employee works in. It may be the same for everybody and there may be no deduction, but you still need this code set up!

Locality Name: The actual name of the locality that will be displayed whenever this code is referred to.

Description: For example: "Home Office".

State: This must be a valid state code created in the file mentioned above. It will automatically display the state name if it is valid.

Local Tax Pct.: Enter the percent of deduction for the locality, such as a city tax. Enter zero for no deduction. THIS FIELD MUST BE FILLED IN!