FUTA and SUTA

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For the Federal Unemployment Tax Rate (FUTA), in Accounting go to *Setup / Payroll Tax Tables.* At the *Select a Payroll Tax Table* screen click on the **FICA / Medicare** button. Fill in the *FUTA Tax Rate* box with the correct rate. Enter the rate only. No percent (%) sign should be entered.

The State Unemployment Tax Rate (SUTA) is entered in Accounting under *Setup / Payroll Tax Tables.* Click **State** and then edit the appropriate state tax table. Fill in the *Tax Rate* in the *Unemployment* box in the upper right hand corner of the screen. Enter the rate only. No percent (%) sign should be entered.