

## COATS

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## Visual Updating NY Paid Family

*Revised December 2022*

### Updating the NY Family Leave Insurance

**SITUATION:** You withhold taxes in New York and need to ensure that Family Leave Insurance is withheld from employees' paychecks for 2023.

**NYPL 0.4550% \$7.68**

#### **Setting up or Updating NYFL Local Services Tax Table:**

- 1) Click on **Maintenance**.
- 2) Click **Local Services Tax Information**.
- 3) Locate **NYPL**.
- 4) Click **Read Only** in the lower right to place the form in Edit Mode.
- 5) In the **Tax\_Max** field, edit the amount to be: **7.68**.
- 6) In the **Tax %** field, edit the percent to be: **0.00455**.
- 7) **X** out of all screens.