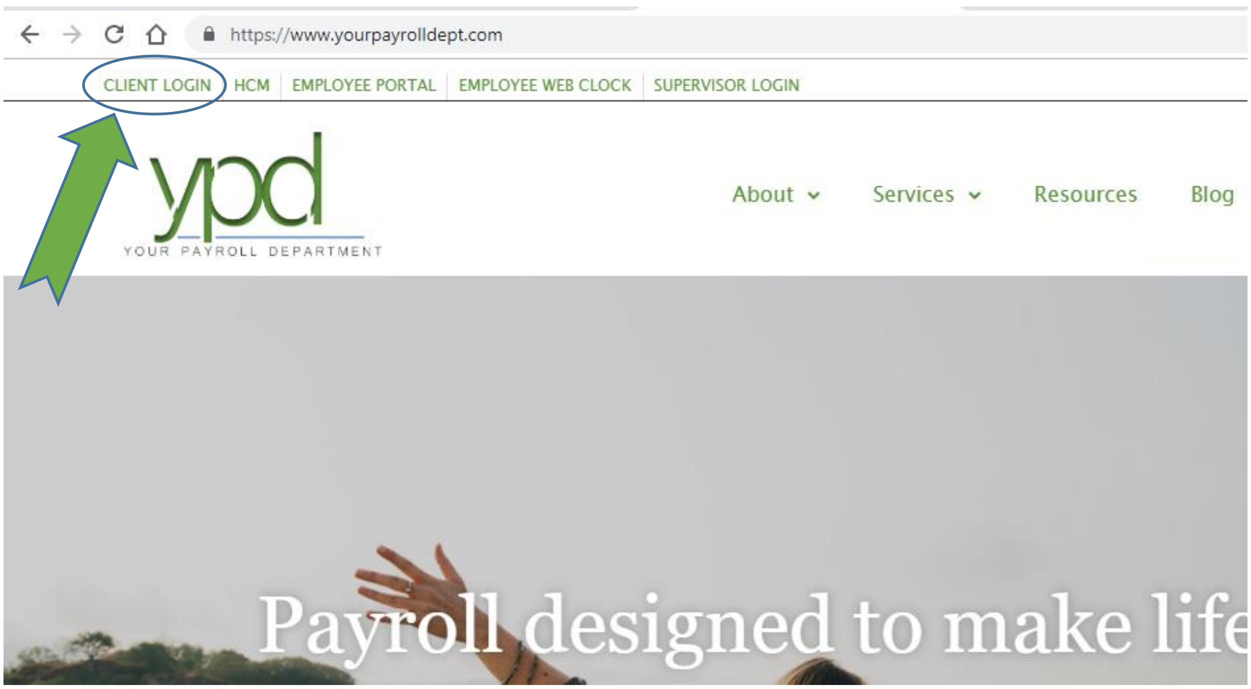
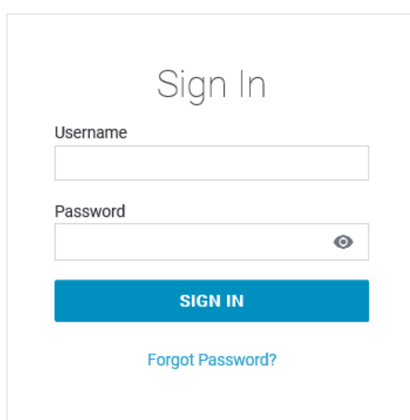
Web Client
How to Use the Tax Calculator

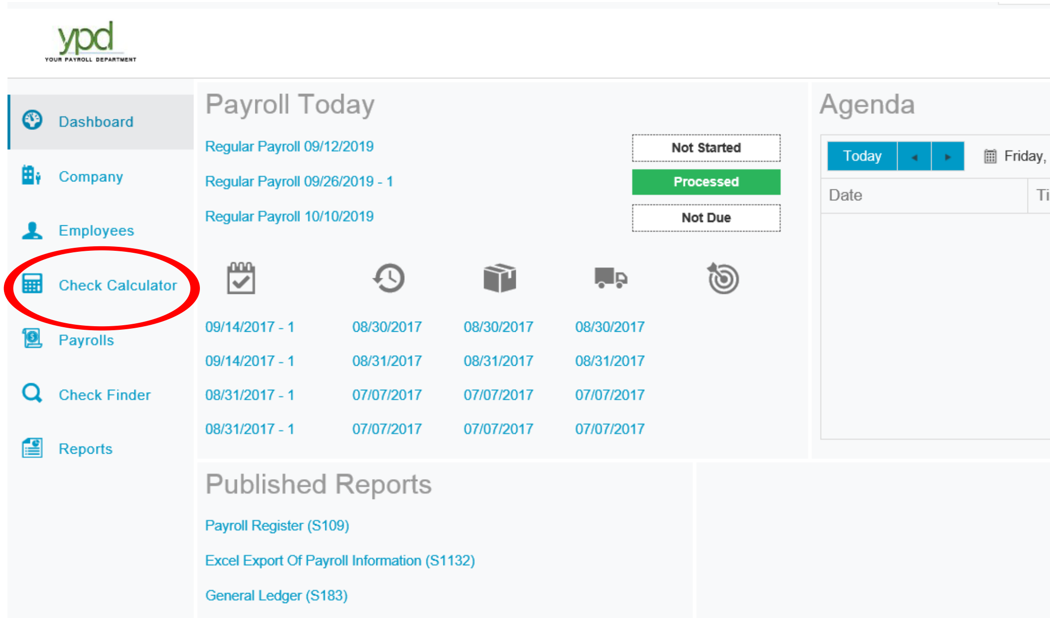
1. Go to www.kaizencpas.com/ypd. In the upper left, click on CLIENT LOGIN.



2. Login to the employer portal:
   USER ID:
   PASSWORD:



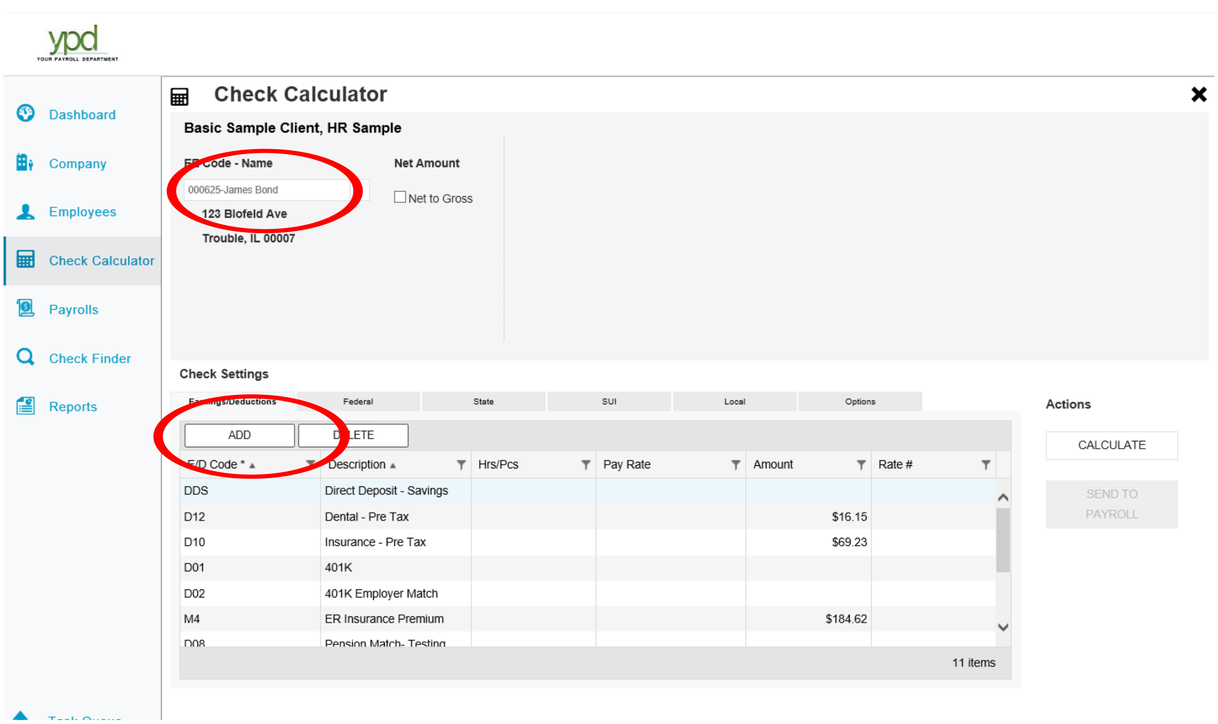
3. Click on the “Check Calculator” button on the left-hand side of the screen:



5. If the employee does not automatically populate, you may need to search them. Once the employee is in the top drop down, you can fill in all appropriate fields of the check you need.

   If you need to include additional Earnings or Deductions, use the "Add" button and select them from the drop down.

   ***Please note, if you are starting with the **net amount**, you will need to check the box that says “Net to Gross”.



6. When you are done entering everything that needs to go on the check, click the "Calculate" button on the right. This will pull up all the information that would be on the check stub including Earnings, Deductions, and Taxes. If you need to use this check on the payroll, click "Send to Payroll". If not, you can exit out.