

How to Enter your Full-Time Equivalent Instructions in Paychex Flex®

Follow these instructions to enter the information into Paychex Flex:

1. Log into [Paychex Flex](#).
2. Select **Company Details** listed in the menu on the left side of the screen.
3. Select **Tax Information**, then scroll to Vermont and select **Edit**.
4. Scroll to "State Health Tax", select **Edit**, then enter the reportable FTE count from form HC-1 line D.
5. Select **Save**.

Vermont Health Tax

Cancel Save

State Health Tax Remove

State ID Number ⓘ Re-enter State ID Number

Enter Q3 2024 Reportable FTE Count
6

First Liability Date

Status	Taxable
Status Details	Client is taxable for Vermont Health
Tax Service Start Date	Jan 1, 2017
Filing Schedule	Quarterly
Tax Service	Tax Notice ● Active

Paychex makes it simple.