



Setup Deductions through Toast Payroll

Step 1: Add MacCares as a Vendor

1. Log into payroll.toasttab.com and navigate to Settings > Payroll > Vendors
2. Fill out the form with the following information:

The screenshot shows the "Vendors" setup page in the Toast Payroll system. The left sidebar contains navigation links: Dashboard, My Profile, Payroll, Time, Team, Recruitment, Benefits, Taxes (marked as NEW), Reports, Documents, and Settings. The main content area is titled "Payroll" and includes tabs for Missing Data, Paycheck Delivery, Tax Accounts, Vendors (selected), Standard Payroll Import, Custom Import, and Jobs. The "Basic Information" section contains the following fields: Name (MacCares), Address 1 (2424 Creekview Dr), Address 2 (empty), City (Waco), State (Texas), and Zip Code (76711). The "Financial Information" section includes the Bank Routing Number (111900659).

This screenshot shows the continuation of the vendor setup form. The "Financial Information" section includes the Bank Routing Number (111900659), Account Number (8458269381), Pay method (By Direct Deposit), and Account Type (Checking). The "Additional Information" section includes checkboxes for "Is this vendor active?" (Yes) and "Is this a child support vendor?" (Yes), a FIPS Code field, and a File Upload section with a "Choose File" button and a "No files found" message.



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Step 2: Setup Recurring Deduction

1. Navigate to Team > select employee > Employment > Recurring
2. Choose "Deductions" and select "Add"
3. Fill out with the following information, adjusting FEIN, Start Date and Amount (how much they want to donate per paycheck) to be accurate.

A screenshot of the MacCares Foundation payroll deduction setup form. The form is titled "Payroll & Team Management" and includes a sidebar with navigation options: Dashboard, My Profile, Payroll, Time, Team, Recruitment, Benefits, Taxes, Reports, Documents, and Settings. The main form area contains fields for: FEIN (Seneco Operations, LLC), Deduction (Miscellaneous (post-tax)), Vendor (MacCares), Year (2024), Start Date (07/25/2024), End Date (12/31/2099), Amount (1), % Amount (0), Limit/Goal (-99), Adjusted Limit (-99), Case Number, Max Garnishment (0), ERCost (0), YTD ERCost (0), Comment, and an "Enable Catchup?" checkbox with "Yes" and "No" options. An "Add +" button is visible on the right side of the form.

For one-time donations, follow these same steps but change the "End Date" so that only their next paycheck falls within the timeframe.

100% of donations go directly to Roni's employees in need.

For more information about MacCares, or if you are in a crisis and would like to apply for assistance, please visit ronismacbar.com/MacCares.