

Select TAX FILE MAINTENANCE from the Payroll Master Menu.
 Select STATE TAX FILE.
 Select CHANGE.
 Enter Tax code 101 (Single, Dual Income Married or Married Multiple Employers).

Enter 13419.00 at the LOW INCOME CUT-OFF prompt.
 Enter 4044.00 at the MINIMUM STANDARD DEDUCTION prompt.
 Enter 4044.00 at the MAXIMUM STANDARD DEDUCTION prompt.
 Enter 0.90 at the OTHER STATE TAX RATE prompt.
 Enter 106742.00 at the OTHER STATE ANNUAL MAXIMUM prompt.

Press the <ENTER> key at all other items on the screen. Press 0 to accept.

The 2015 (SINGLE) table is displayed. Enter the following 2016 table:

	DOLLAR AMT	PERCENT AMT	ON-AMT-OVER
1	0.00	1.100	0.00
2	86.35	2.200	7850.00
3	323.07	4.400	18610.00
4	796.60	6.600	29372.00
5	1549.07	8.800	40773.00
6	2495.69	10.230	51530.00
7	24151.78	11.330	263222.00
8	30116.35	12.430	315866.00
9	56291.07	13.530	526443.00
10	120363.33	14.630	1000000.00

Press (0) to accept. Select PRINT and verify the new data entered.

Select CHANGE.
 Enter Tax code 102 (Married with 0 or 1 Deductions).

Enter 13419.00 at the LOW INCOME CUT-OFF prompt.
 Enter 4044.00 at the MINIMUM STANDARD DEDUCTION prompt.
 Enter 4044.00 at the MAXIMUM STANDARD DEDUCTION prompt.
 Enter 0.90 at the OTHER STATE TAX RATE prompt.
 Enter 106742.00 at the OTHER STATE ANNUAL MAXIMUM prompt.

Press the <ENTER> key at all other items on the screen. Press (0) to accept.

The 2015 (MARRIED) Table is displayed. Enter the following 2016 table:

	DOLLAR AMT	PERCENT AMT	ON-AMT-OVER
1	0.00	1.100	0.00
2	172.70	2.200	15700.00
3	646.14	4.400	37220.00
4	1593.20	6.600	58744.00
5	3098.13	8.800	81546.00
6	4991.36	10.230	103060.00
7	48303.54	11.330	526444.00
8	60232.67	12.430	631732.00
9	106008.38	13.530	1000000.00
10	113163.86	14.630	1052886.00

Press (0) to accept. Select PRINT and verify the new data entered.

Select CHANGE.

Enter Tax code 103 (Married with 2 or more exemptions).

Enter 26838.00 at the LOW INCOME CUT-OFF prompt.
 Enter 8088.00 at the MINIMUM STANDARD DEDUCTION prompt.
 Enter 8088.00 at the MAXIMUM STANDARD DEDUCTION prompt.
 Enter 0.90 at the OTHER STATE TAX RATE prompt.
 Enter 106742.00 at the OTHER STATE ANNUAL MAXIMUM prompt.

Press the <ENTER> key at all other items on the screen. Press 0 to accept.

The 2015 (MARRIED) Table is displayed. Enter the following 2016 table:

	DOLLAR AMT	PERCENT AMT	ON-AMT-OVER
1	0.00	1.100	0.00
2	172.70	2.200	15700.00
3	646.14	4.400	37220.00
4	1593.20	6.600	58744.00
5	3098.13	8.800	81546.00
6	4991.36	10.230	103060.00
7	48303.54	11.330	526444.00
8	60232.67	12.430	631732.00
9	106008.38	13.530	1000000.00
10	113163.86	14.630	1052886.00

Press (0) to accept. Select PRINT and verify the new data entered.

Select CHANGE.

Enter Tax code 104 (Unmarried Head of Household).

Enter 26838.00 at the LOW INCOME CUT-OFF prompt.
 Enter 8088.00 at the MINIMUM STANDARD DEDUCTION prompt.
 Enter 8088.00 at the MAXIMUM STANDARD DEDUCTION prompt.
 Enter 0.90 at the OTHER STATE TAX RATE prompt.
 Enter 106742.00 at the OTHER STATE ANNUAL MAXIMUM prompt.

Press the <ENTER> key at all other items on the screen. Press 0 to accept.

The 2015 (UNMARRIED) table is displayed. Enter the following 2016 table:

	DOLLAR AMT	PERCENT AMT	ON-AMT-OVER
1	0.00	1.100	0.00
2	172.81	2.200	15710.00
3	646.05	4.400	37221.00
4	1119.53	6.600	47982.00
5	1872.00	8.800	59383.00
6	2818.79	10.230	70142.00
7	32264.72	11.330	357981.00
8	40376.66	12.430	429578.00
9	75974.19	13.530	715962.00
10	114404.53	14.630	1000000.00

Press (0) to accept. Select PRINT and verify the new data entered.

Select Employee File Maintenance from the Payroll Master Menu.

Select CHANGE Employee.

(a). Enter the 1st employee's I.D.

(b). Select 2=Tax.

(c). At the item ANNUAL STATE CR \$, enter the Allowance Amount (listed in the table below)

Repeat steps (a) thru (c) for each employee on file.

NOTE: Keep this page (3 of 3) for the entire year. You will need to reference this page, whenever a new employee is added in 2016.

PERSONAL EXEMPTION CREDIT TABLE

Allowances Claimed on DE-4 or W-4	Allowance Amount

0	0.00
1	119.90
2	239.80
3	359.70
4	479.60
5	599.50
6	719.40
7	839.30
8	959.20
9	1079.10
10	1199.00

* If the allowances claimed exceeds 10, you may determine the personal exemption credit by multiplying the amount for one allowance by the total number of allowances claimed.