

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 12182.00 at the LOW INCOME CUT-OFF prompt.
 Enter 3670.00 at the MINIMUM STANDARD DEDUCTION prompt.
 Enter 3670.00 at the MAXIMUM STANDARD DEDUCTION prompt.
 Enter 1.20 at the OTHER STATE TAX RATE prompt.
 Enter 93316.00 at the OTHER STATE ANNUAL MAXIMUM prompt.

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

The 2010 (SINGLE) table is displayed. Enter the following 2011 table:

	DOLLAR AMT	PERCENT AMT	ON-AMT-OVER
1	0.00	1.100	0.00
2	78.36	2.200	7124.00
3	293.21	4.400	16890.00
4	722.96	6.600	26657.00
5	1405.93	8.800	37005.00
6	2264.90	10.230	46766.00
7	99780.74	11.330	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 12182.00 at the LOW INCOME CUT-OFF prompt.
 Enter 3670.00 at the MINIMUM STANDARD DEDUCTION prompt.
 Enter 3670.00 at the MAXIMUM STANDARD DEDUCTION prompt.
 Enter 1.20 at the OTHER STATE TAX RATE prompt.
 Enter 93316.00 at the OTHER STATE ANNUAL MAXIMUM prompt.

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

The 2010 (MARRIED) Table is displayed. Enter the following 2011 table:

	DOLLAR AMT	PERCENT AMT	ON-AMT-OVER
1	0.00	1.100	0.00
2	156.73	2.200	14248.00
3	586.43	4.400	33780.00
4	1445.93	6.600	53314.00
5	2811.87	8.800	74010.00
6	4529.81	10.230	93532.00
7	97261.49	11.330	1000000.00

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

Select CHANGE.

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

Enter 24364.00 at the LOW INCOME CUT-OFF prompt.

Enter 7340.00 at the MINIMUM STANDARD DEDUCTION prompt.

Enter 7340.00 at the MAXIMUM STANDARD DEDUCTION prompt.

Enter 1.20 at the OTHER STATE TAX RATE prompt.

Enter 93316.00 at the OTHER STATE ANNUAL MAXIMUM prompt.

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

The 2010 (MARRIED) table is displayed. Enter the following 2011 table:

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	DOLLAR AMT	PERCENT AMT	ON-AMT-OVER
1	0.00	1.100	0.00
2	156.73	2.200	14248.00
3	586.43	4.400	33780.00
4	1445.93	6.600	53314.00
5	2811.87	8.800	74010.00
6	4529.81	10.230	93532.00
7	97261.49	11.330	1000000.00

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Select CHANGE.

Enter Tax code 104 (Unmarried Head of Household).

Enter 24364.00 at the LOW INCOME CUT-OFF prompt.

Enter 7340.00 at the MINIMUM STANDARD DEDUCTION prompt.

Enter 7340.00 at the MAXIMUM STANDARD DEDUCTION prompt.

Enter 1.20 at the OTHER STATE TAX RATE prompt.

Enter 93316.00 at the OTHER STATE ANNUAL MAXIMUM prompt.

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

The 2010 (UNMARRIED) table is displayed. Enter the following 2011 table:

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	DOLLAR AMT	PERCENT AMT	ON-AMT-OVER
1	0.00	1.100	0.00
2	156.73	2.200	14248.00
3	586.43	4.400	33780.00
4	1445.93	6.600	53314.00
5	2811.87	8.800	74010.00
6	4529.81	10.230	93532.00
7	97261.49	11.330	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 2011.

PERSONAL EXEMPTION CREDIT TABLE

Allowances Claimed on DE-4 or W-4	Allowance Amount
0	0.00
1	108.90
2	217.80
3	326.70
4	435.60
5	544.50
6	653.40
7	762.30
8	871.20
9	980.10
10	1089.00

* 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.