

INSTRUCTIONS FOR CHANGING PAYROLL TAX TABLE INFORMATION
IN PEACHTREE FOR WINDOWS 2012

CAUTION: ALL FORMULA'S MUST MATCH EXACTLY AS SHOWN BELOW

Click on “File”

Scroll down to “Payroll Tax Tables”

Click on “Edit Global” **OR** “Edit Company” **OR** “User Maintained” (wherever your tax table information is located depending on your Peachtree program version)

FICA Employee:

Use the scroll bar to locate **FICA EE1**

Change the *Tax ID* from FICA EE1 to FICA EE2

Change the *Tax Name* from FICA EE 11 to FICA EE 12

Verify that the amount in the formula is 110100.

The *Formula* box needs to read exactly like this:

LIMIT = 110100.00;

PERCENT = 4.2;

TAXABLE_GROSS = YTD_LIMIT (ADJUSTED_GROSS, LIMIT);

ANSWER = -TAXABLE_GROSS * PERCENT%

Also verify that the “Filing Status” box is listed as “All Statuses”

In the formula box, to type in the second line (if necessary), press “Control” “J” at the same time.

When all of the appropriate changes have been made to this payroll tax table, *Save* it.

FICA Employer:

Use the scroll bar to locate **FICA ER1**

Change the *Tax Table ID* from FICA ER1 to FICA ER2

Change the *Name* from FICA ER 11 to FICA ER 12

Verify that the amount in the formula is 110100.

The *Formula* box needs to read exactly like this:

LIMIT = 110100.00;

PERCENT = 6.2;

TAXABLE_GROSS = YTD_LIMIT (ADJUSTED_GROSS, LIMIT);

ANSWER = -TAXABLE_GROSS * PERCENT%

Also verify that the “Filing Status” box is listed as “All Statuses”

In the formula box, to type the second line (if necessary), press “Control” “J” at the same time.

When all of the appropriate changes have been made to this payroll tax table, *Save* it.

FIT Married:

Use the scroll bar to locate **FIT M1**

Change the *Tax Table ID* from FIT M1 to FIT M2

Change the *Name* from FIT 11 to FIT 12

Verify that the amount in the formula is 3800.

The *Formula* box needs to read exactly like this:

ANSWER = -PRORATE (TABLE (ANNUAL (ADJUSTED_GROSS) -
(EMP_FEDERAL_ALLOWANCES * 3800)))-EMP_FEDERAL_EXTRA

Also verify that the “Filing Status” box is listed as “Married”

Click on *Save*.

Click on the *Table* icon near the top of the screen.

Enter the following:

8,100.00	0.00	10.00
25,500.00	1,740.00	15.00
78,800.00	9,735.00	25.00
150,800.00	27,735.00	28.00
225,550.00	48,665.00	33.00
396,450.00	105,062.00	35.00

When the changes have been made, *Ok* to save the changes and return you to the main screen.
When all of the appropriate changes have been made to this payroll tax table, *Save* it.

FIT Single:

Use the scroll bar to locate **FIT S1**

Change the *Tax Table ID* from FIT S1 to FIT S2

Change the *Name* from FIT 11 to FIT 12

Verify that the amount in the formula is 3800.

The *Formula* box needs to read exactly like this:

ANSWER = -PRORATE (TABLE (ANNUAL (ADJUSTED_GROSS) -
(EMP_FEDERAL_ALLOWANCES * 3800))) - EMP_FEDERAL_EXTRA

Also verify that the “Filing Status” box is listed as “Single”

Click on save.

Click on the *Table* icon near the top of the screen.

2,150.00	0.00	10.00
10,850.00	870.00	15.00
37,500.00	4,867.50	25.00
87,800.00	17,442.50	28.00
180,800.00	43,482.50	33.00
390,500.00	112,683.50	35.00

When the changes have been made, *Ok* to save the changes and return you to the main screen.
When all of the appropriate changes have been made to this payroll tax table, *Save* it.

FUTA: **(Note: The FUTA percent has changed from .8 to .6)**
(If you are a MN employer, please call our office regarding your FUTA percentage)

Use the scroll bar to locate **FUTA1a**

Change the *Tax Table ID* from FUTA1a to FUTA2a
Change the *Name* from FUTA ER 11 to FUTA ER 12
The *Formula* box needs to read exactly like this:

LIMIT = 7000;
PERCENT = 0.6;
TAXABLE_GROSS = YTD_LIMIT (ADJUSTED_GROSS, LIMIT);
ANSWER = -TAXABLE_GROSS * PERCENT%

Also verify that the “Filing Status” box is listed as “All Statuses”

When all of the appropriate changes have been made to this payroll tax table, *Save* it.

MEDICARE:

Use the scroll bar to locate **MEDICAR1**
Change the *Tax Table ID* from MEDICAR1 to MEDICAR2
Change the *Name* from MEDICARE 11 to MEDICARE 12
The *Formula* box needs to read exactly like this:

PERCENT = 1.45;
TAXABLE_GROSS = ADJUSTED_GROSS;
ANSWER = -TAXABLE_GROSS * PERCENT%

Also verify that the “Filing Status” box is listed as “All Statuses”

When all of the appropriate changes have been made to this payroll tax table, *Save* it.

SDSUI:

Use the scroll bar to locate **SDSUI1**
Change the *Tax Table ID* from SDSUI1 to SDSUI2
Change the *Name* from SDSUI ER 11 to SDSUI ER 12
The formula should read as follows:

Limit = 12000;
Percent = 0.00; (enter the percentage that ***your*** company pays for unemployment)
Taxable_Gross = YTD_Limit(Adjusted_Gross, Limit);
Answer = -Taxable_Gross * Percent%

Also verify that the “Filing Status” box is listed as “All Statuses”

When all of the appropriate changes have been made to this payroll tax table, *Save* it.