

INSTRUCTIONS FOR CHANGING PAYROLL TAX TABLE INFORMATION
IN PEACHTREE FOR WINDOWS 2010

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 EE9**

Change the *Tax ID* from FICA EE9 to FICA EE0

Change the *Tax Name* from FICA EE 09 to FICA EE 10

Verify that the amount in the formula is 106800.

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

LIMIT = 106800.00;

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 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 ER9**

Change the *Tax Table ID* from FICA ER9 to FICA ER0

Change the *Name* from FICA ER 09 to FICA ER 10

Verify that the amount in the formula is 106800.

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

LIMIT = 106800.00;

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 M9**

Change the *Tax Table ID* from FIT M9 to FIT M0

Change the *Name* from FIT 09 to FIT 10

Verify that the amount in the formula is 3650.

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

ANSWER = -PRORATE (TABLE (ANNUAL (ADJUSTED_GROSS) -
(EMP_FEDERAL_ALLOWANCES * 3650)))-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:

13,750.00	0.00	10.00
24,500.00	1,075.00	15.00
75,750.00	8,762.50	25.00
94,050.00	13,337.50	27.00
124,050.00	21,437.50	25.00
145,050.00	26,687.50	28.00
217,000.00	46,833.50	33.00
381,400.00	101,085.50	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.

FIT Single:

Use the scroll bar to locate **FIT S9**

Change the *Tax Table ID* from FIT S9 to FIT S0

Change the *Name* from FIT 09 to FIT 10

Verify that the amount in the formula is 3650.

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

ANSWER = -PRORATE (TABLE (ANNUAL (ADJUSTED_GROSS) -
(EMP_FEDERAL_ALLOWANCES * 3650))) - 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.

6,050.00	0.00	10.00
10,425.00	437.50	15.00
36,050.00	4,281.25	25.00
67,700.00	12,193.75	27.00
84,450.00	16,716.25	30.00
87,700.00	17,691.25	28.00
173,900.00	41,827.25	33.00
375,700.00	108,421.25	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:

Use the scroll bar to locate **FUTA9a**

Change the *Tax Table ID* from FUTA9a to FUTA0a

Change the *Name* from FUTA ER 09 to FUTA ER 10

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

LIMIT = 7000;

PERCENT = 0.8;

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 **MEDICAR9**

Change the *Tax Table ID* from MEDICAR9 to MEDICAR0

Change the *Name* from MEDICARE 09 to MEDICARE 10

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 **SDSUI9**

Change the *Tax Table ID* from SDSUI9 to SDSUI0

Change the *Name* from SDSUI ER 09 to SDSUI ER 10

The formula should read as follows:

Limit = 10000;

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.