

INSTRUCTIONS FOR CHANGING PAYROLL TAX TABLE INFORMATION
IN PEACHTREE FOR WINDOWS (Tax Year 2017)

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

Click on “File”

Scroll down to “Payroll Tax Tables” OR “Payroll Formulas”

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 EE6**

Change the *Tax ID* from FICA EE6 to FICA EE7

Change the *Tax Name* from FICA EE 16 to FICA EE 17

Verify that the amount in the formula is 127200.

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

LIMIT = 127200.00;

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 ER6**

Change the *Tax Table ID* from FICA ER6 to FICA ER7

Change the *Name* from FICA ER 16 to FICA ER 17

Verify that the amount in the formula is 127200.

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

LIMIT = 127200.00;

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 M6**

Change the *Tax Table ID* from FIT M6 to FIT M7

Change the *Name* from FIT 16 to FIT 17

Verify that the amount in the formula is 4050.

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

ANSWER = -PRORATE (TABLE (ANNUAL (ADJUSTED_GROSS) -
(EMP_FEDERAL_ALLOWANCES * 4050)))-EMP_FEDERAL_EXTRA

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

Click on Save.

Click on the *Table* or *Set Up Tax Brackets* button.

Enter the following:

8,650.00	0.00	10.00
27,300.00	1,865.00	15.00
84,550.00	10,452.50	25.00
161,750.00	29,752.50	28.00
242,000.00	52,222.50	33.00
425,350.00	112,728.00	35.00
479,350.00	131,628.00	39.60

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 S6**

Change the *Tax Table ID* from FIT S6 to FIT S7

Change the *Name* from FIT 16 to FIT 17

Verify that the amount in the formula is 4050.

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

ANSWER = -PRORATE (TABLE (ANNUAL (ADJUSTED_GROSS) -
(EMP_FEDERAL_ALLOWANCES * 4050))) - EMP_FEDERAL_EXTRA

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

Click on save.

Click on the *Table* or *Set Up Tax Brackets* button.

2,300.00	0.00	10.00
11,625.00	932.50	15.00
40,250.00	5,226.25	25.00
94,200.00	18,713.75	28.00
193,950.00	46,643.75	33.00
419,000.00	120,910.25	35.00
420,700.00	121,505.25	39.60

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 **FUTA6a**

Change the *Tax Table ID* from FUTA6a to FUTA7a

Change the *Name* from FUTA ER 16 to FUTA ER 17

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 **MEDICAR6**

Change the *Tax Table ID* from MEDICAR6 to MEDICAR7

Change the *Name* from MEDICARE 16 to MEDICARE 17

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

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

Note if wages are in excess of \$200,000 contact your accountant to determine additional taxes.

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 **SDSUI6**

Change the *Tax Table ID* from SDSUI6 to SDSUI7

Change the *Name* from SDSUI ER 16 to SDSUI ER 17

The formula should read as follows:

```
Limit = 15000;  
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.