

# Installing New Tax Tables

---

**Note:** *Before* updating the payroll tax tables for the new year, you should make sure you have the latest version of our Payroll application. You can check this from within the application by selecting **Help>Internet Support>Updates**.

*After* updating, you can check the values by printing a Tax-Table List (**Print>Lists>Tax Tables**) and comparing the values to the IRS Employers' Circular (Section 16, "How To Use the Income Tax Withholding and Advance Earned Income Credit (EIC) Payment Tables") and/or state employers' publication.

---

## Introduction

Every year, in order for our Payroll application to calculate federal and state income-tax withholding correctly, you must change the calculation criteria. There are two ways to do this.

### 1. Edit the tables directly.

You can go directly to the application's tax tables (**Tools>Settings**, "Tax Tables" tab) and edit the ones that need changing.

For federal withholding, use your IRS *Employer's Circular E (Publication 15)* (or *New Withholding Tables (Publication 15T)*). Turn to the pages titled "Tables for Percentage Method of Withholding" and find "Table 7 ANNUAL Payroll Period".

Match the values in each tax table – "(a) SINGLE" and "(b) MARRIED" -- with those in the appropriate grid on the "Tax Tables" tab of the "Settings" window.

Please be sure to click **Apply** after you change each table.

### 2. Download the tax-table data from our web site and install them in your Payroll databases.

The rest of this document describes how to do this:

---

There are two steps to this procedure:

- First, copy or *download* the appropriate file from the Internet to your local machine.
- Then *install it to each Payroll database*. If you are using our Payroll application with more than one company, this means installing the data to each database, repeating the installation routine *for each company*.

Here's how:

---

---

**Note:** You may want to print this document for future reference. Just select **File>Print** or click the printer icon and print in the usual way.

---

## Downloading the Tax-Table Data

1. Connect to the Internet.

If your office uses an ‘always-on’ T1, DSL/ADSL, Cable or other *broadband* connection, you should already be connected. If you use a dial-up connection, connect as usual.

- 2a. Using your Internet browser (such as Firefox or Microsoft Internet Explorer), point to the Updates page of our web site. Just launch your browser and go to <http://www.minilogic.com/updates>.

On the left-hand side of the page, see “Payroll Tax Tables” and click on the year for which you want to download the tax-table data. Doing so will display a ‘Save To’ dialog. *Or...*

- 2b. From the main Payroll menu, select **Tools>Utilities>Import/Export Tax Tables**.

Check **Download.xxxx Tables**, where xxxx is the new tax year. Again, doing this will display a ‘Save To’ dialog.

4. Click **OK**. You will see a “Enter name of file to save to...” window or one similar.

The file name will be **txtxxx.exe**, where xxxx is the year for the data such as “txt2006.exe” for 2006. Do not change the file name.

Saving to your local machine is usually fine. Since you will use it to update *the databases*, it does not need to reside on the network. The best place is usually the folder holding your Payroll application, such as “c:\Program Files\Payroll”. (You can see which folder this is on your machine by launching Payroll and selecting **Tools>Preferences**, clicking the plus sign to open the “Application” section, and noting the *Application Path*.) In any case, please make a note of where you are saving the file.

5. Click **Save** to save the file.

This should take only a few seconds, whether you connect over a DSL line or with dialup. When the download is complete, you will see a “Download complete” window.

6. Close your browser. If you have a dialup Internet connection, disconnect from the Internet.

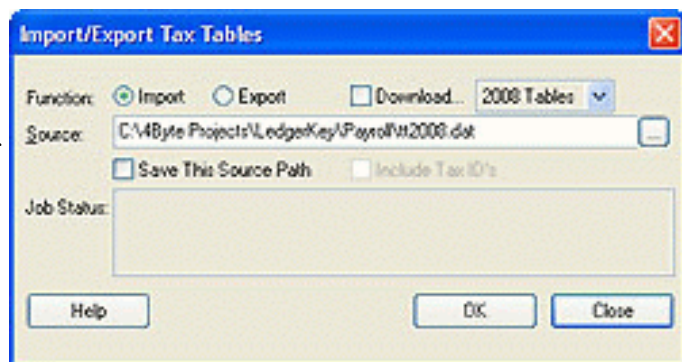
7. If you have the ‘Download Complete’ window on your screen, click **Open** and skip the next step. If you do not, continue with the next step.
8. From your desktop, select **Start>Run**. Click **Browse** and point to the folder and file name that you noted in [Step #4](#) above. Click **OK**.
9. You will see a window titled “WinZip Self Extractor – ttxxxx.dat”, where ttxxxx.dat is similar to the file you downloaded from our Updates page, except it has a “dat” extension” instead of “exe”. In the box below “Unzip to folder”, please make sure you are pointing to the location of your Payroll application. (See [Step #4](#) above.”) If not, click **Browse** and select it.
10. Click **Unzip**. The Self Extractor will take a second to place the tax-table file on your machine and then confirm that it’s done so. Click **Close**.

## Installing the New Tax Tables

11. Launch the Payroll application.
12. If you use Payroll for several customers, select **File>Company** and choose the first company for which you want to install the new tax tables.
13. Select **Tools>Utilities>Import/Export Tax Tables**.

You will see a window like this:

Again, please make sure the path and file in the “Source” box are the same as when you saved in [Step #9](#) above. *If they are not, the **OK** button will not be enabled.* If this is the case, press **Alt+S** or click [...] and select the correct folder and file.



14. Click **OK**. The utility will update the current database and prompt you when that is completed.

That completes the update for that company. If you are using our Payroll application with more than one company, *you must repeat Steps #12 through #14 for each!* If you do not do this, the other companies will be using the previous year’s calculations and will not be correct.

---

**Important Note** Our Payroll application supports only one *current* set of tax tables. the application does *not* compare the tax tables to the year of a payroll batch. Normally, you should edit the tax tables after the last payroll for old year and before the first for the new one. If you edit or install the tax tables prematurely, you can return the data back to the values for the previous year, *but* you must be sure to reedit or reinstall the data for the new year *before* running a new-year payroll. See “[Using Previous Tax Tables](#)” below.

---

### **Checking the Current New Tax Tables**

Of course, you can check to make sure you have the correct tax-table data by selecting **Tools>Settings**, clicking the “Tax Tables” tab, and reviewing each page.

An even easier way is to print a listing. Just select **Print>Lists>Tax Tables** and click **OK**. This will give you a “dump” of all the current tax tables (for that company), and you can compare the values, side by side, with the government publication.

---

**Note** It’s a good procedure to check the current tax-table values *before* you run your first payroll for the new year – especially if have multiple payroll databases.

---

### **Using Previous Tax Tables**

If you install the tax tables for the new year prematurely and need to generate a payroll for the previous year, you can. Just repeat the above process for the previous year, run the payroll, and then repeat the process for the new year.