

Following are the latest revisions released by the Federal Government. You will need to verify that your 2016 Federal Tax tables have been installed.

1. Click **Setup** on the Dealership Payroll menu.
2. Click **Tax Tables**, and click **Federal Tables**.
3. Verify the tax tables. The figures should match the following tables. The dependent figure for 2016 is **\$4,050**. If the information is not correct, click **Refresh 2016 Tables**, and click **OK** when prompted to verify you want to update the tables.

Federal Tax Tables

Use 'Daily' Rate Tables from the Federal Publication 'Circular E'.

Marital Status (S/M/H/X/N):

Over	But Not Over	Tax	Rate	OF Excess Over
\$ <input type="text" value=".00"/>	\$ <input type="text" value="8.70"/>	\$ <input type="text" value=".00"/> + <input type="text" value=".00"/>	<input type="text" value="0.00"/> %	\$ <input type="text" value=".00"/>
\$ <input type="text" value="8.70"/>	\$ <input type="text" value="44.30"/>	\$ <input type="text" value=".00"/> + <input type="text" value="10.00"/>	<input type="text" value="10.00"/> %	\$ <input type="text" value="8.70"/>
\$ <input type="text" value="44.30"/>	\$ <input type="text" value="153.50"/>	\$ <input type="text" value="3.56"/> + <input type="text" value="15.00"/>	<input type="text" value="15.00"/> %	\$ <input type="text" value="44.30"/>
\$ <input type="text" value="153.50"/>	\$ <input type="text" value="359.20"/>	\$ <input type="text" value="19.94"/> + <input type="text" value="25.00"/>	<input type="text" value="25.00"/> %	\$ <input type="text" value="153.50"/>
\$ <input type="text" value="359.20"/>	\$ <input type="text" value="740.00"/>	\$ <input type="text" value="71.37"/> + <input type="text" value="28.00"/>	<input type="text" value="28.00"/> %	\$ <input type="text" value="359.20"/>
\$ <input type="text" value="740.00"/>	\$ <input type="text" value="1598.50"/>	\$ <input type="text" value="177.99"/> + <input type="text" value="33.00"/>	<input type="text" value="33.00"/> %	\$ <input type="text" value="740.00"/>
\$ <input type="text" value="1598.50"/>	\$ <input type="text" value="1605.00"/>	\$ <input type="text" value="461.30"/> + <input type="text" value="35.00"/>	<input type="text" value="35.00"/> %	\$ <input type="text" value="1598.50"/>
\$ <input type="text" value="1605.00"/>	\$ <input type="text" value="99999.99"/>	\$ <input type="text" value="463.58"/> + <input type="text" value="39.60"/>	<input type="text" value="39.60"/> %	\$ <input type="text" value="1605.00"/>
\$ <input type="text" value=".00"/>	\$ <input type="text" value=".00"/>	\$ <input type="text" value=".00"/> + <input type="text" value=".00"/>	<input type="text" value="0.00"/> %	\$ <input type="text" value=".00"/>

Annual Federal Exemption Allowance Per Dependent: \$

Back
Refresh 2016 Tables
Save

Single Table

Federal Tax Tables

Use 'Daily' Rate Tables from the Federal Publication 'Circular E'.

Marital Status (S/M/H/X/N): S M H X N

Over	But Not Over	Tax	Rate	Of Excess Over
\$.00	\$ 32.90	\$.00	+ .00%	\$.00
\$ 32.90	\$ 104.20	\$.00	+ 10.00%	\$ 32.90
\$ 104.20	\$ 322.50	\$ 7.13	+ 15.00%	\$ 104.20
\$ 322.50	\$ 617.10	\$ 39.88	+ 25.00%	\$ 322.50
\$ 617.10	\$ 923.10	\$ 113.53	+ 28.00%	\$ 617.10
\$ 923.10	\$ 1622.70	\$ 199.21	+ 33.00%	\$ 923.10
\$ 1622.70	\$ 1828.80	\$ 430.08	+ 35.00%	\$ 1622.70
\$ 1828.80	\$ 99999.99	\$ 502.22	+ 39.60%	\$ 1828.80
\$.00	\$.00	\$.00	+ .00%	\$.00

Annual Federal Exemption Allowance Per Dependent: \$ 4050.00

Back Refresh 2016 Tables Save

Married Table

- If you edit the tables, click **Save** to save the changes.
- Click **Back** to return to the Tax Tables menu.

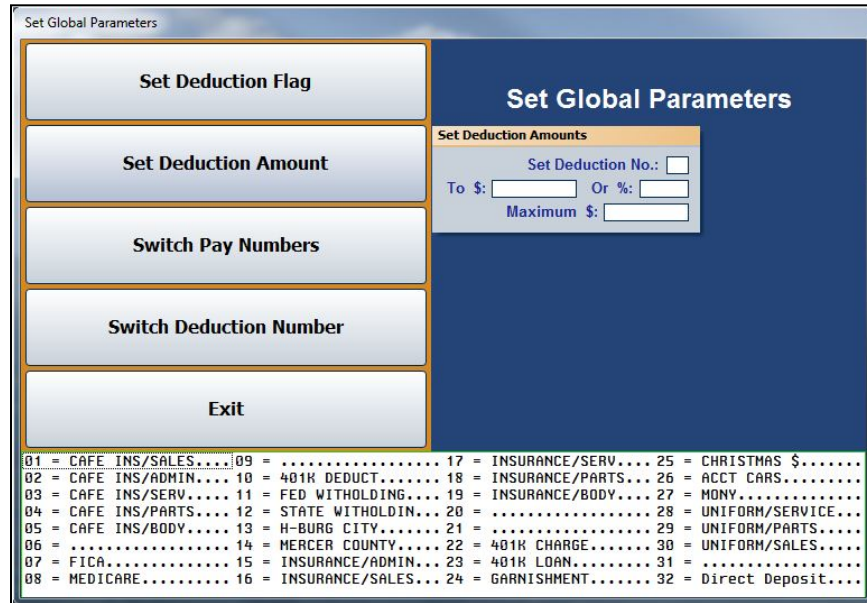
Note: For 2016, the employee tax rate for social security remains unchanged at 6.2%. The employer tax rate for social security is also unchanged at 6.2%. The Medicare tax rate is 1.45% each for employers and employees, unchanged from 2015.

Setting Deductions for Employees

Next, verify the Maximum FICA Withheld for each employee is **\$7,347.00** and that the percentage is **6.2%**.

- Click **Setup** on the Payroll menu.
- Click **Set Global Parameters**. The Set Global Parameters menu appears.
- Click **Set Deduction Amount**.

- A box appears to the right of the **Set Deduction Amount** button, and the bottom of the screen displays a list of deductions.



- In the **Set Deduction No.** field, type the deduction number for FICA.
- Press ENTER to advance to the % field, and type **6.2**. (*Do not* enter a dollar amount in the \$ field.)
- In **Maximum**, type **7347** and press ENTER.
- Click **OK** when asked to verify you want to change the deduction.
- Click **OK** when prompted the change is complete.
- Click **Exit** on the Set Global Parameters menu. You will be returned to the Payroll Setup menu.
- Click **Set Standard Deductions**. The Set Standard Deductions screen opens.
- The left side of the screen displays a list of deductions.
- On the line for **FICA**, type **6.2** in the % field.
- On the line for **Medicare**, type **1.45** in the % field.
- Click **Save**.

Setting Deductions for Employers

Finally, verify that the FICA Maximum on the Miscellaneous Parameters screen in the Payroll Setup is **\$118,500** and that the percentage is **6.2%**.

1. Click **Setup** on the Payroll menu.
2. Click **Miscellaneous Parameters**. The Miscellaneous Parameters screen opens.
3. Verify the FICA **Maximum** field displays **118,500** and that the FICA **Rate** field displays **6.2**.

Important: SUTA rates and FUTA discounts vary by state. Autosoft does not have access to this information. Your individual state will send your 2016 SUTA rate and FUTA discount figures.

Note: The update clears all year-to-date figures. Manually check the annual maximum figure. Make sure it will not cause a deduction that was met in 2015. For example, in accounts receivable, an employee was paying \$10.00 per pay to an annual maximum of \$120.00. Since the YTD reverts to zero, it will begin the deduction again until it reaches \$120.00 for 2016.