

Following are the latest revisions released by the Federal Government. **Perform a web software update to install the 2018 Federal Tax tables.**

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 2018 is **\$4,150**. If the information is not correct, click **Refresh 2018 Tables**, and click **OK** when prompted to verify you want to update the tables.

Federal Tax 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="14.20"/>	\$ <input type="text" value=".00"/>	+ <input type="text" value=".00"/> %	\$ <input type="text" value=".00"/>
\$ <input type="text" value="14.20"/>	\$ <input type="text" value="50.90"/>	\$ <input type="text" value=".00"/>	+ <input type="text" value="10.00"/> %	\$ <input type="text" value="14.20"/>
\$ <input type="text" value="50.90"/>	\$ <input type="text" value="163.10"/>	\$ <input type="text" value="3.67"/>	+ <input type="text" value="12.00"/> %	\$ <input type="text" value="50.90"/>
\$ <input type="text" value="163.10"/>	\$ <input type="text" value="331.50"/>	\$ <input type="text" value="17.13"/>	+ <input type="text" value="22.00"/> %	\$ <input type="text" value="163.10"/>
\$ <input type="text" value="331.50"/>	\$ <input type="text" value="620.00"/>	\$ <input type="text" value="54.18"/>	+ <input type="text" value="24.00"/> %	\$ <input type="text" value="331.50"/>
\$ <input type="text" value="620.00"/>	\$ <input type="text" value="783.50"/>	\$ <input type="text" value="123.42"/>	+ <input type="text" value="32.00"/> %	\$ <input type="text" value="620.00"/>
\$ <input type="text" value="783.50"/>	\$ <input type="text" value="1937.30"/>	\$ <input type="text" value="175.74"/>	+ <input type="text" value="35.00"/> %	\$ <input type="text" value="783.50"/>
\$ <input type="text" value="1937.30"/>	\$ <input type="text" value="99999.99"/>	\$ <input type="text" value="579.57"/>	+ <input type="text" value="37.00"/> %	\$ <input type="text" value="1937.30"/>
\$ <input type="text" value=".00"/>	\$ <input type="text" value=".00"/>	\$ <input type="text" value=".00"/>	+ <input type="text" value=".00"/> %	\$ <input type="text" value=".00"/>

Annual Federal Exemption Allowance Per Dependent: \$

Back
Refresh 2018 Tables
Save

*Single Table*

Federal Tax Tables

Federal Tax Tables

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

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

Over	But Not Over	Tax	Rate	OF Excess Over
\$ <input type="text" value=".00"/>	\$ <input type="text" value="44.40"/>	\$ <input type="text" value=".00"/>	+ <input type="text" value=".00"/> %	\$ <input type="text" value=".00"/>
\$ <input type="text" value="44.40"/>	\$ <input type="text" value="117.70"/>	\$ <input type="text" value=".00"/>	+ <input type="text" value="10.00"/> %	\$ <input type="text" value="44.40"/>
\$ <input type="text" value="117.70"/>	\$ <input type="text" value="342.10"/>	\$ <input type="text" value="7.33"/>	+ <input type="text" value="12.00"/> %	\$ <input type="text" value="117.70"/>
\$ <input type="text" value="342.10"/>	\$ <input type="text" value="679.00"/>	\$ <input type="text" value="34.26"/>	+ <input type="text" value="22.00"/> %	\$ <input type="text" value="342.10"/>
\$ <input type="text" value="679.00"/>	\$ <input type="text" value="1256.00"/>	\$ <input type="text" value="108.38"/>	+ <input type="text" value="24.00"/> %	\$ <input type="text" value="679.00"/>
\$ <input type="text" value="1256.00"/>	\$ <input type="text" value="1582.90"/>	\$ <input type="text" value="246.86"/>	+ <input type="text" value="32.00"/> %	\$ <input type="text" value="1256.00"/>
\$ <input type="text" value="1582.90"/>	\$ <input type="text" value="2352.10"/>	\$ <input type="text" value="351.47"/>	+ <input type="text" value="35.00"/> %	\$ <input type="text" value="1582.90"/>
\$ <input type="text" value="2352.10"/>	\$ <input type="text" value="99999.99"/>	\$ <input type="text" value="620.69"/>	+ <input type="text" value="37"/> %	\$ <input type="text" value="2352.10"/>
\$ <input type="text" value=".00"/>	\$ <input type="text" value=".00"/>	\$ <input type="text" value=".00"/>	+ <input type="text" value=".00"/> %	\$ <input type="text" value=".00"/>

Annual Federal Exemption Allowance Per Dependent: \$

Back
Refresh 2018 Tables
Save

*Married Table*

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

**Note:** For 2018, 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 2017.

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Version Date: 01/16/2018

## Setting Deductions for Employees

Next, verify the Maximum FICA Withheld for each employee is **\$7,960.80** and that the percentage is **6.2%**.

1. Click **Setup** on the Payroll menu.
2. Click **Set Global Parameters**. The Set Global Parameters menu appears.
3. Click **Set Deduction Amount**.
4. A box appears to the right of the **Set Deduction Amount** button, and the bottom of the screen displays a list of deductions.

The screenshot shows the 'Set Global Parameters' menu with the following buttons: Set Deduction Flag, Set Deduction Amount, Switch Pay Numbers, Switch Deduction Number, and Exit. A 'Set Deduction Amounts' dialog box is open, showing fields for 'Set Deduction No.', 'To \$:', 'Or %:', and 'Maximum \$:'. At the bottom of the screen, a list of deductions is displayed, including FICA (07) and Medicare (08).

01 = CAFE INS/SALES....	09 = .....	17 = INSURANCE/SERV....	25 = CHRISTMAS \$.....
02 = CAFE INS/ADMIN....	10 = 401K DEDUCT.....	18 = INSURANCE/PARTS...	26 = ACCT CARS.....
03 = CAFE INS/SERV....	11 = FED WITHOLDING...	19 = INSURANCE/BODY....	27 = MONY.....
04 = CAFE INS/PARTS....	12 = STATE WITHOLDIN...	20 = .....	28 = UNIFORM/SERVICE...
05 = CAFE INS/BODY....	13 = H-BURG CITY.....	21 = .....	29 = UNIFORM/PARTS....
06 = .....	14 = MERCER COUNTY....	22 = 401K CHARGE.....	30 = UNIFORM/SALES....
07 = FICA.....	15 = INSURANCE/ADMIN...	23 = 401K LOAN.....	31 = .....
08 = MEDICARE.....	16 = INSURANCE/SALES...	24 = GARNISHMENT.....	32 = Direct Deposit....

5. In the **Set Deduction No.** field, type the deduction number for FICA.
6. Press ENTER to advance to the % field, and type **6.2**. (*Do not* enter a dollar amount in the \$ field.)
7. In **Maximum**, type **7960.80** and press ENTER.
8. Click **OK** when asked to verify you want to change the deduction.
9. Click **OK** when prompted the change is complete.
10. Click **Exit** on the Set Global Parameters menu. You will be returned to the Payroll Setup menu.
11. Click **Set Standard Deductions**. The Set Standard Deductions screen opens.
12. The left side of the screen displays a list of deductions.
13. On the line for **FICA**, type **6.2** in the % field.
14. On the line for **Medicare**, type **1.45** in the % field.
15. Click **Save**.

## Setting Deductions for Employers

Finally, verify that the FICA Maximum on the Miscellaneous Parameters screen in the Payroll Setup is **\$128,400** 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 **128,400** and that the FICA **Rate** field displays **6.2**.

Verify the **MEDI Rate** (Medicare) displays **1.45**. While there is no maximum for Medicare, there is an additional .9% for wages in excess of \$200,000.

	Desc.	Maximum	Rate
FICA:	FICA	\$ 128400	6.2 %
MEDI:	MEDICARE	\$ 9999999	1.45 %

**Important:** SUTA rates and FUTA discounts vary by state. Autosoft does not have access to this information. Your individual state will send your 2018 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 2017. 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 2018.