

## **2012 PAYROLL WITHHOLDING TABLES**

### **for MotorTraxx**

Here are the 2012 payroll tax withholding tables. Make these changes *after* your last payroll of December and *before* your first payroll of January, 2012. (If you have already done payroll in January without making the changes, it is not critical. The change in withholding for some lower paid employees may be close to zero, and for higher paid employees, it will only amount to a few dollars at most.) You may manually update your tables by following these instructions:

**IMPORTANT INFORMATION: THE SOCIAL SECURITY RATE FOR EMPLOYEE WITHHOLDING HAS BEEN REDUCED FOR 2011 TO 4.2%. HOWEVER, THE RATE EMPLOYERS MUST PAY REMAINS AT 6.2%. WE ARE UNABLE TO ACCOMMODATE BOTH CALCULATIONS IN MOTOR TRAXX. WE HAVE CHOSEN TO CALCULATE USING THE EMPLOYER RATE. YOU WILL NEED TO MANUALLY CALCULATE THE EMPLOYEES' 4.2% AND ADJUST THE AMOUNT SHOWING IN THE SOCIAL SEC. FIELD FOR EACH PAYCHECK PRIOR TO POSTING THE CHECK. (To calculate the Employee withholding, subtract any PT-CAFETERIA amount from the INCOME amount, and multiply the result by 0.042. Place the Highlight bar over the SOCIAL SEC. field, and press Enter and enter the calculated amount.) WE APOLOGIZE FOR THE INCONVENIENCE. THIS IS NOT AN ISSUE IN MaxxTraxx Corporate Edition PAYROLL.**

\*AS AN ADDITIONAL BONUS FOR 2012, CONGRESS HAS EXTENDED THE ABOVE FOR 2 MONTHS...BUT WITH SOME COMPLICATIONS THAT ARE NOT YET FULLY UNDERSTOOD. BE PREPARED FOR MORE FALLOUT AS THEY MAKE LAST MINUTE DECISIONS.

1. Do a backup prior to making any changes to your system.
2. From the **CONTROL PANEL**, go to **3. BUSINESS OFFICE**.
3. Go to **4. ACCOUNTING OFFICE**.
4. Go to **5. PAYROLL**.
5. Go to **7. MAINTENANCE**.
6. Go to **1. TAX TABLES**.
7. Using the arrow keys, move the highlight bar down to **F1, FEDERAL SINGLE 2011**, and press **ENTER**. (Make a note of the Limits for Social Security and Medicare for step 13.)
8. To change the title, press **ENTER**, make the changes and then press **F12** to save.
9. To change the withholding amount, arrow down to the line you need to change, press **ENTER**, make the changes on that line, then arrow down to the next line and repeat.

10. To change the allowance amount, press **F2**, make the change then press **ENTER** to close the window.

11. When you have completed the **FEDERAL SINGLE** changes, press the "N" key to go to **FEDERAL MARRIED** and repeat the above procedure.

12. When the Federal changes are complete, repeat the above procedure for your State changes.

13. From the **PAYROLL** menu, choose **5. PRIOR YEAR LIMITS** and enter the values you noted in step 7.

**After completing the changes, review each table to insure no fields were left blank or incorrect.**

If you have any questions, please call Support Services at 1-800-996-9777.

Thank you,  
Rhonda James  
Support Department