



PCGENESIS PAYROLL SYSTEM OPERATIONS GUIDE

12/27/2021

Section I: Special Functions

***[Topic 3: Tax Tables/Withholding/Control
Information Processing, V3.4]***

Revision History

Date	Version	Description	Author
12/27/2021	3.4	21.04.00 – Updated CY2022 <i>FIT</i> and <i>FICA</i> tax tables.	D. Ochala
06/09/2021	3.3	21.02.00 – Updated FY2022 <i>ERS</i> , and <i>TRS</i> tax table screenshots.	D. Ochala
12/16/2020	3.2	20.04.00 – Updated CY2021 <i>FIT</i> and <i>FICA</i> tax tables.	D. Ochala
05/28/2020	3.1	20.02.00 – Updated FY2021 <i>ERS</i> , and <i>TRS</i> tax table screenshots.	D. Ochala
12/19/2019	3.0	19.04.00 – Increase number of Federal withholding tables to six. Rearrange the <i>Tax/Withholding/Control Menu</i> F-key options.	D. Ochala
06/24/2019	2.37	19.02.00 – Updated FY2020 <i>ERS</i> , and <i>TRS</i> tax table screenshots.	D. Ochala
12/17/2018	2.36	18.04.00 – Updated CY2019 <i>FIT</i> and <i>SIT</i> tax tables.	D. Ochala
06/08/2018	2.35	18.02.00 – Updated FY2019 <i>TRS</i> and <i>old/new ERS</i> tax table screenshots.	D. Ochala
01/12/2018	2.34	17.04.00 – Updated CY2018 <i>FIT</i> tax table and <i>GHI</i> screenshots.	D. Ochala
07/17/2017	2.33	17.02.00 – Updated CY2018 <i>TRS</i> tax table screenshots.	D. Ochala
01/05/2017	2.32	16.04.00 – Updated CY2017 <i>FIT</i> tax table and <i>GHI</i> screenshots.	D. Ochala
08/01/2016	2.31	16.02.01 – Updated FY2017 <i>ERS</i> tax table screenshots.	D. Ochala
06/14/2016	2.30	16.02.00 – Updated FY2017 <i>ERS</i> tax table screenshots.	D. Ochala
02/01/2016	2.29	15.04.00 – Updated CY2016 <i>FIT</i> tax table and <i>GHI</i> screenshots.	D. Ochala
06/22/2015	2.28	15.02.00 – Updated FY2016 <i>ERS</i> , and <i>TRS</i> tax table screenshots.	D. Ochala
01/08/2015	2.27	14.04.00 – Updated CY2015 <i>FIT</i> and <i>FICA</i> tax table screenshots.	D. Ochala
08/14/2014	2.26	14.02.00 – Updated FY2015 <i>ERS</i> , and <i>TRS</i> tax table screenshots.	D. Ochala
12/19/2013	2.25	13.04.00 – Updated CY2014 <i>FIT</i> and <i>FICA</i> tax table screenshots.	D. Ochala
06/25/2013	2.24	13.02.00 – Updated FY2014 <i>GHI</i> , <i>ERS</i> , and <i>TRS</i> tax table screenshots.	D. Ochala
04/25/2013	2.23	13.01.01 – Updated CY2013 <i>Georgia</i> state tax table screenshot updates.	D. Ochala
03/06/2013	2.22	13.01.00 – Updated <i>GHI</i> tax table screenshots for March 2013 coverage.	D. Ochala
01/15/2013	2.21	12.04.01 – Added CY2013 <i>FICA</i> and <i>State</i> tax table screenshot updates. Updated CY2013 <i>Federal</i> tax table screenshot updates.	D. Ochala
06/27/2012	2.20	12.02.00 – Updated FY2013 <i>GHI</i> , <i>ERS</i> , <i>TRS</i> , and <i>PSERS</i> tax table screenshots.	D. Ochala
03/14/2012	2.19	12.01.00 – Updated <i>GHI</i> tax table screenshots for April 2012 coverage. Updated the <i>Payroll Identification</i> screenshot for the fields.	D. Ochala
01/11/2012	2.18	11.04.01 – Added CY2012 <i>FIT</i> and <i>FICA</i> tax table screenshot updates.	D. Ochala
10/11/2011	2.17	11.03.00 – Updated the <i>Payroll Identification</i> screenshot for the new Enhanced Substitute Pay and Leave System option.	D. Ochala
09/01/2011	2.16	11.03.00 - Updated <i>GHI</i> and <i>Old ERS</i> tax table screenshots for September 2011 coverage.	D. Ochala
07/27/2011	2.15	11.03.00 - Updated <i>GHI</i> tax table screenshots for July 2011 coverage. Updated <i>Old and New ERS</i> tax table screenshots for July 2011 coverage.	D. Ochala
05/04/2011	2.14	11.02.00 - Updated <i>GHI</i> tax table screenshots for May 2011 coverage.	D. Ochala
01/19/2011	2.13	10.04.01 - Added CY2011 <i>FIT</i> , <i>FICA</i> , and <i>AEIC</i> tax table screenshot updates.	D. Ochala
11/29/2010	2.12	10.03.01 - Updated CY2011 <i>GHI</i> tax table screenshot for December, 2010 non-certified employee coverage.	D. Ochala
07/01/2010	2.11	10.02.00 - Updated <i>TRS</i> and <i>GHI</i> tax table screenshots for FY2011 coverage.	D. Ochala
01/06/2010	2.10	09.04.01 - Added new screenshots for CY2010 <i>FIT – Federal Income Tax – Annual Tables</i> , <i>FICA/Medicare Tax Table</i> , and <i>Advance EIC Payments – Annual Tables</i> . Added CY2010 identification record screenshot update.	D. Ochala
11/30/2009	2.9	09.04.00 - Updated CY2010 <i>GHI</i> tax table screenshot for December, 2009 certified employee coverage.	D. Ochala
09/30/2009	2.8	09.03.00 – Updated <i>TRS</i> and <i>GHI</i> tax table screenshots for FY2010 coverage. Updated <i>Payroll Identification Record</i> screenshot.	D. Ochala
06/16/2009	2.7	Pre-09.02.00 - Updated CY2009 <i>GHI</i> tax table screenshot for July, 2009 certified employee coverage.	C. W. Jones

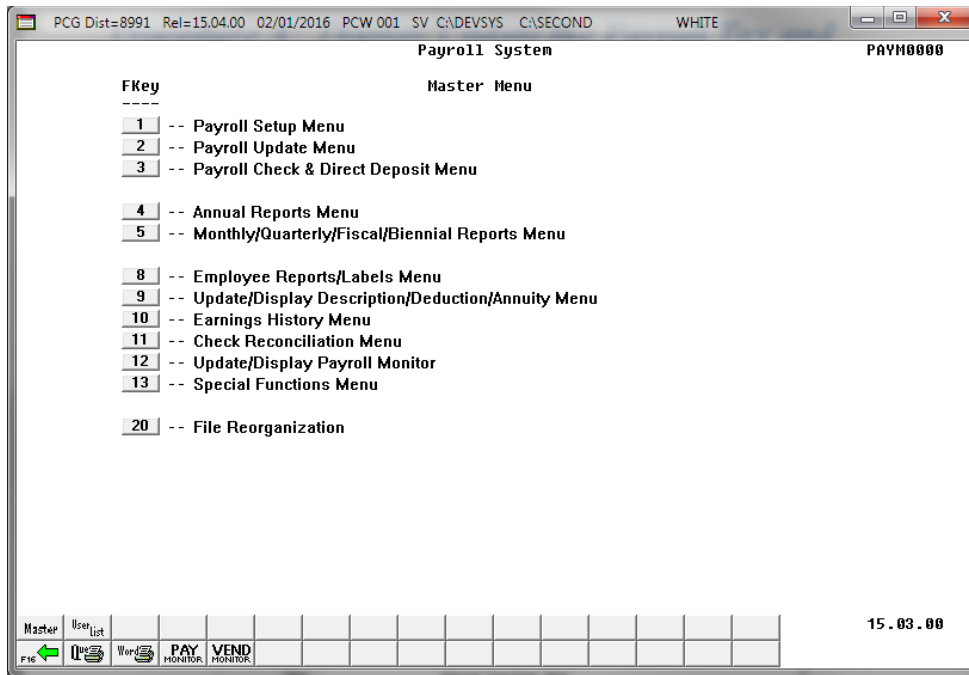
Table of Contents

Overview	1
Procedure A: Display/Update the Payroll Tax and Pension Tables.....	2
A1. Update the FICA/Medicare Tax Table	4
A2. Update the Annual Federal Income Tax Table – Standard Withholding Rate Schedule	6
A3. Update the Annual Federal Income Tax Table – 2020 W-4 Step 2 Checkbox Rate Schedule.....	8
A4. Update the Annual State Income Tax Tables.....	10
A5. Update the PSERS/TRS Retirement Table	12
A6. Update the ERS Pension Table.....	14
A7. Update the Group Health Insurance (GHI) Table	16
A8. Update the Advanced Earned Income Credit (AEIC) Payments Annual Tables	18
Procedure B: Display/Update the Payroll Identification Record	21
Appendix A: PCGenesis Federal Tax Calculation Method	28

Overview

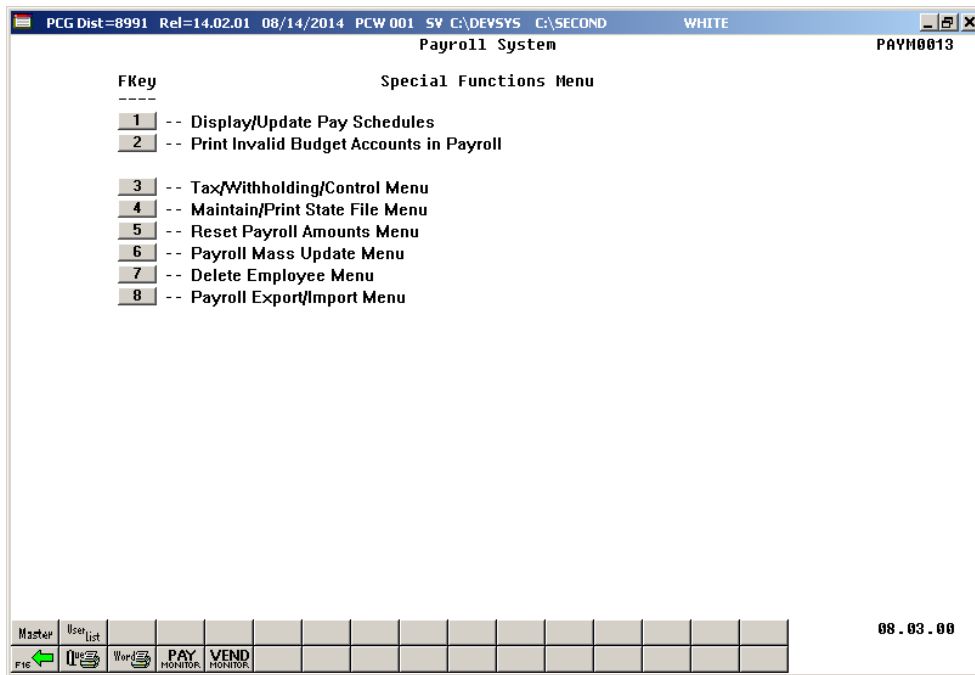
Updating the Payroll system's *Tax Tables* modifies the following tables to reflect current year's figures. PCGenesis users should also modify the *Payroll Identification Record* for normal maintenance purposes, and for National Automated Clearing House Association (NACHA) direct deposit processing.

Procedure A: Display/Update the Payroll Tax and Pension Tables



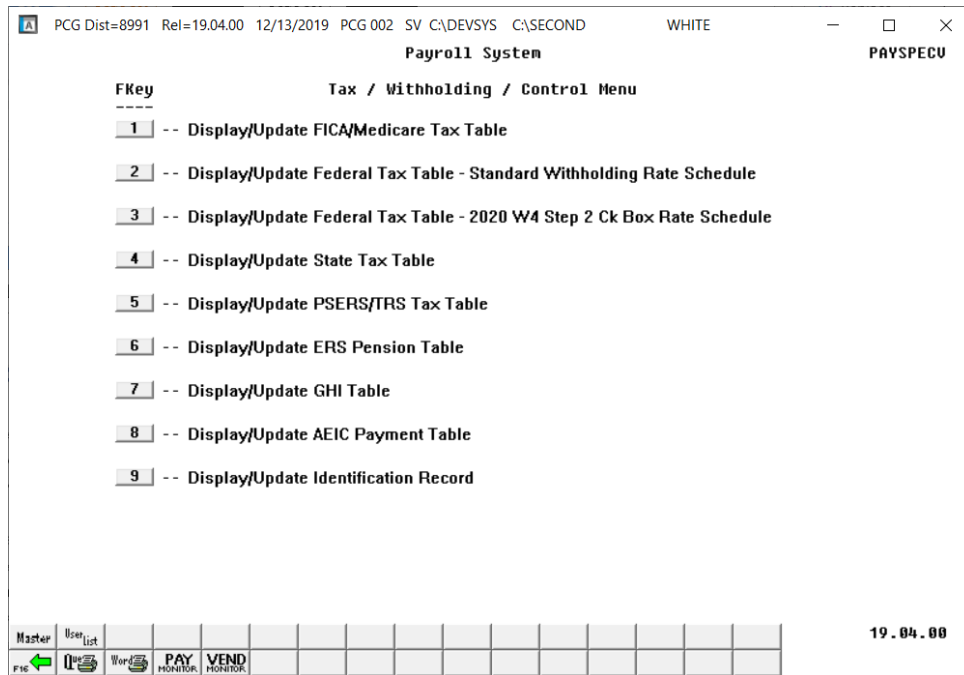
Step	Action
1	Select 13 (F13 - Special Functions Menu).

The following screen displays:



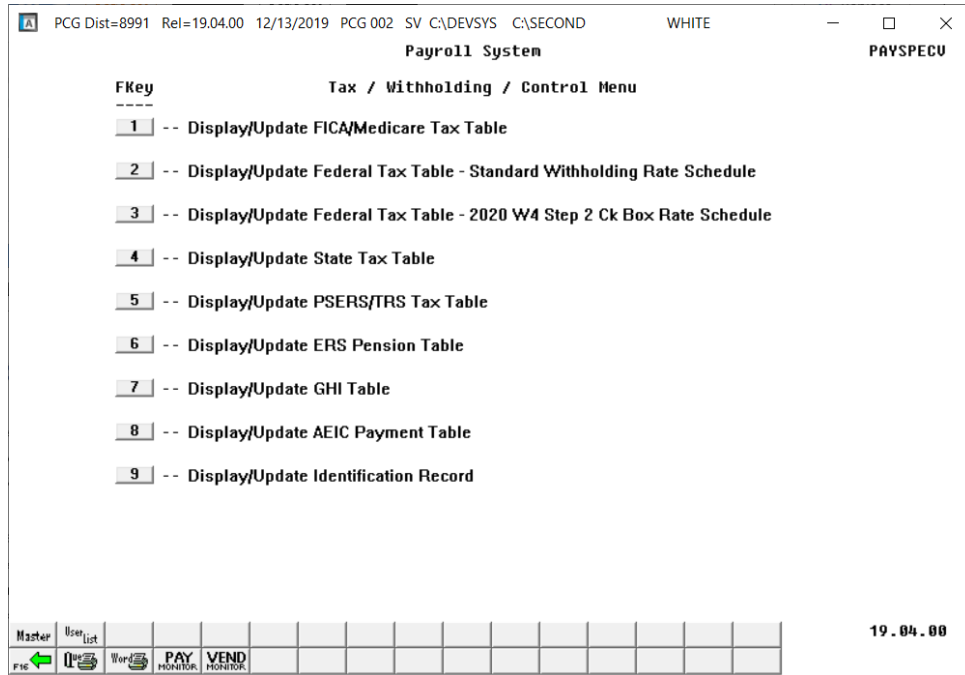
Step	Action
2	Select 3 (F3 – Tax/Withholding/Control Menu).

The following screen displays:



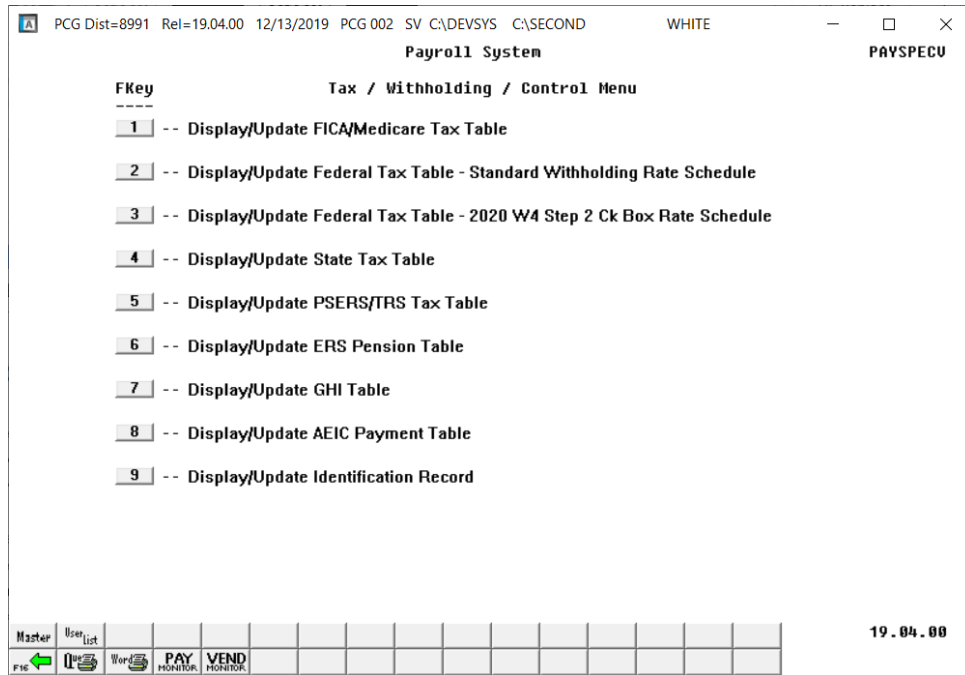
Step	Action
3	<p>To display/update the FICA/Medicare Tax Table: Proceed to A1. Update the FICA/Medicare Tax Table.</p> <p>To display/update the Federal Tax Table: Proceed to A2. Update the Annual Federal Income Tax Table – Standard Withholding Rate Schedule.</p> <p>To display/update the Federal Tax Table: Proceed to A3. Update the Annual Federal Income Tax Table – 2020 W-4 Step 2 Checkbox Rate Schedule.</p> <p>To display/update the State Tax Table: Proceed to A4. Update the Annual State Income Tax Tables.</p> <p>To display/update the PSERS/TRS Table: Proceed to A5. Update the PSERS/TRS Retirement Table.</p> <p>To display/update ERS Pension Table: Proceed to A6. Update the ERS Pension Table.</p> <p>To display/update the GHI Table: Proceed to A7. Update the Group Health Insurance (GHI) Table.</p> <p>To display/update the AEIC Payment Table: Proceed to A8. Update the Advanced Earned Income Credit (AEIC) Payments Annual Tables.</p>

A1. Update the FICA/Medicare Tax Table



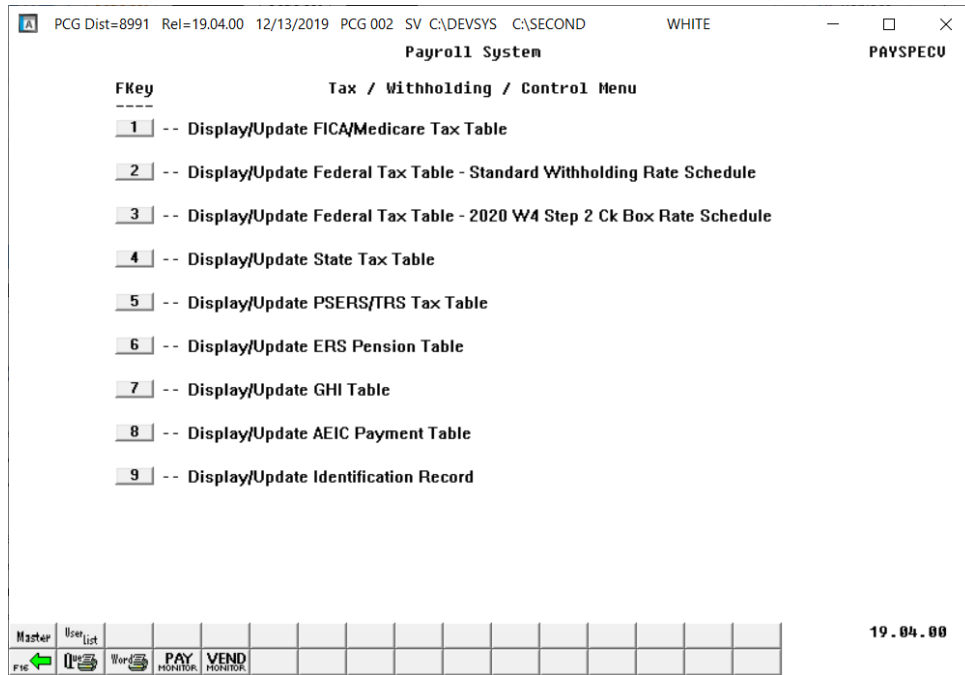
Step	Action
4	Select 1 (F1 - Display/Update FICA/Medicare Tax Table).

A2. Update the Annual Federal Income Tax Table – Standard Withholding Rate Schedule



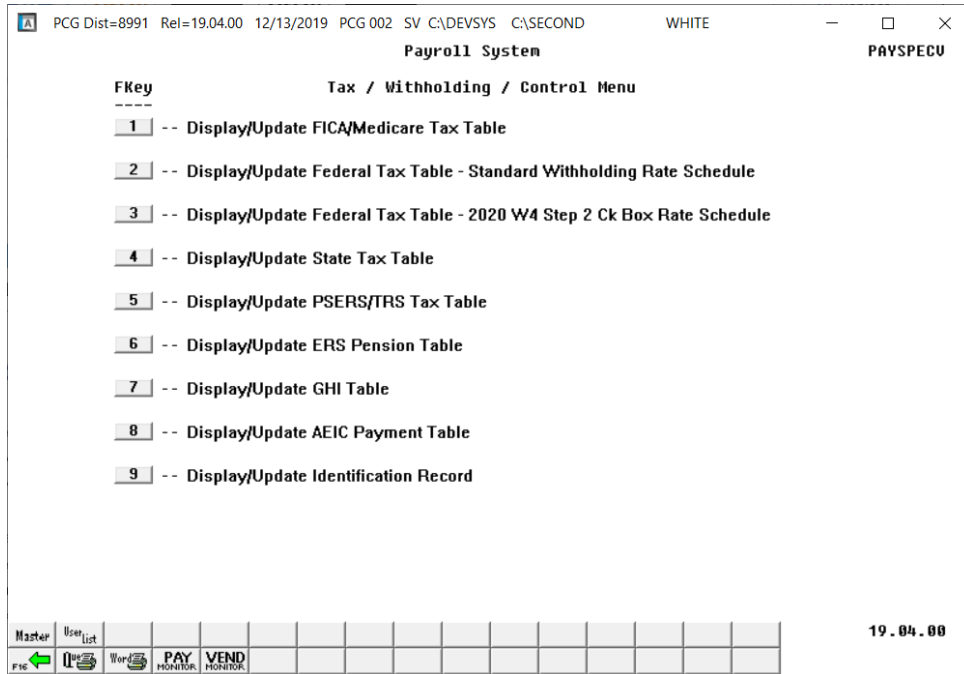
Step	Action
8	Select 2 (F2 - Display/Update Federal Tax Table – Standard Withholding Rate Schedule).

A3. Update the Annual Federal Income Tax Table – 2020 W-4 Step 2 Checkbox Rate Schedule



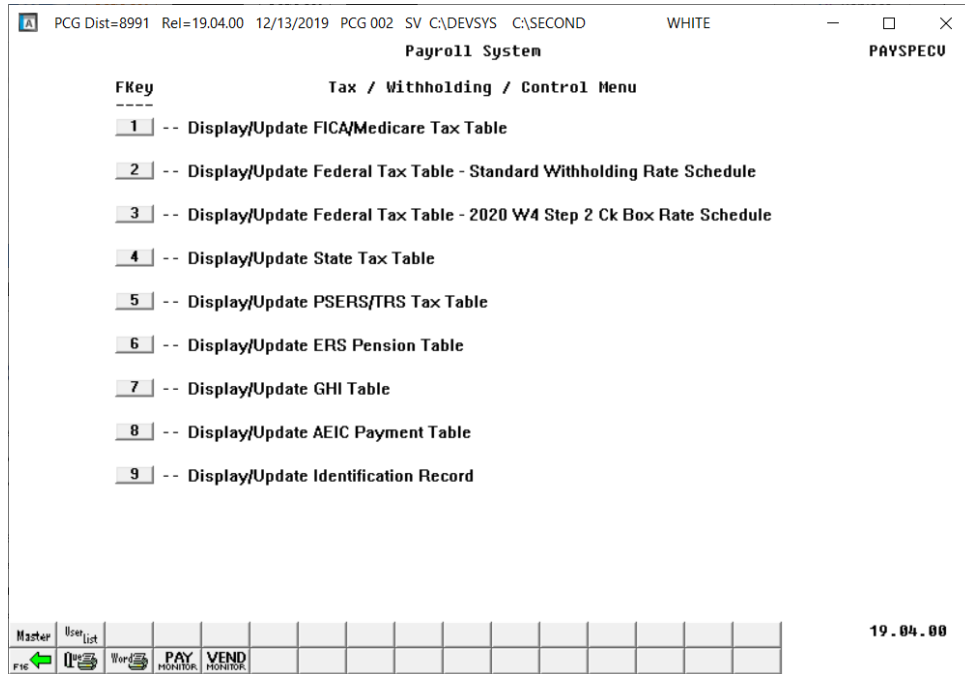
Step	Action
10	Select 3 (F3 - Display/Update Federal Tax Table – 2020 W-4 Step 2 Ck Box Rate Schedule).

A4. Update the Annual State Income Tax Tables



Step	Action
12	Select 4 (F4 - Display/Update State Tax Table).

A5. Update the PSERS/TRS Retirement Table



Step	Action
18	Select 5 (F5 - Display/Update PSERS/TRS Table).

The following screen displays for **fiscal year 2022**:

PCG Dist=6731 Rel=21.02.00 06/09/2021 PCG 002 SV C:\SQLSYS C:\SECOND WHITE PAYTAXES

**** PSERS Retirement ** (Pension Code 1)**

Year/month of last PSERS transmission: 202104 (CCYY/MM)

Vendor	Withholding Exp Acct Fnd F Prgm Fnct	Withholding Rev Acct Fnd F Prgm Srce	Deduction Sort	BInc
<u>000007</u>	<u>199 0 9990 9000</u>	<u>199 0 9990 9000</u>	<u>03</u>	<u>0474</u>

Old PSERS Employee Share 4.0000 New PSERS Employee Share 10.00 Employer Contribution to Employee Share BInc 0421 Employee Share Object 23000

**** TRS Retirement ** (Pension Code 2)**

Employer Share (%)	Employer Objct Emplr BInc	Emplee BInc
<u>.1981</u>	<u>23000</u>	<u>0421</u>



Vendor	Withholding Exp Acct Fnd F Prgm Fnct	Withholding Rev Acct Fnd F Prgm Srce	Deduction Sort
<u>005999</u>	<u>199 0 9990 9000</u>	<u>199 0 9990 9000</u>	<u>04</u>

Normal Employee Share 00.0600 Employer Contribution to Employee Share BInc 0421 Employee Share Object 23000

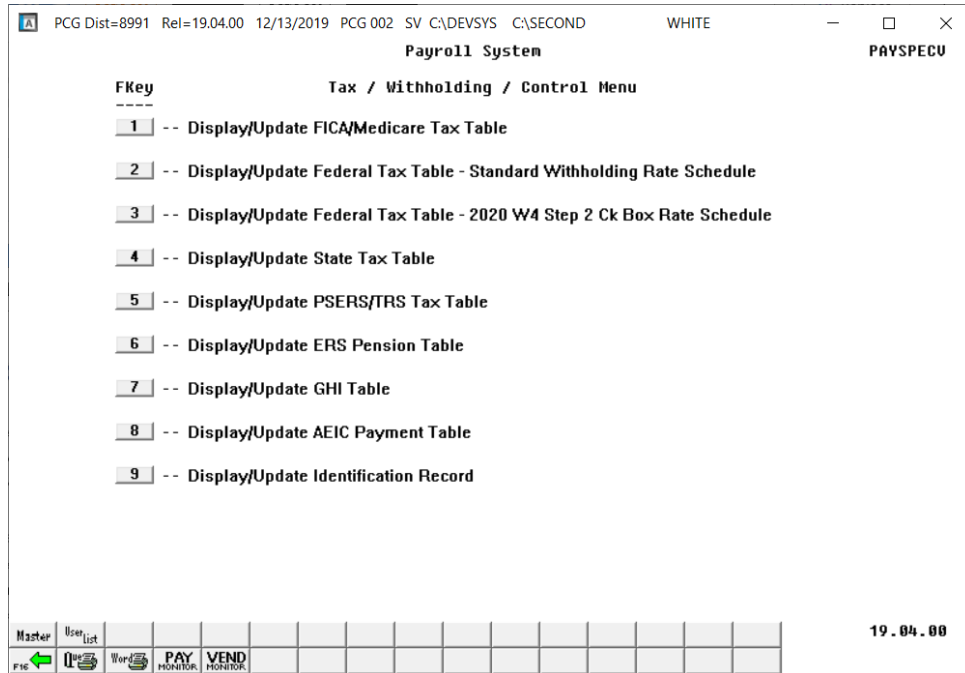
ENTER=Update, F16=Exit

ENTER ✓ F16 ← 20.03.00

The TRS employer contribution percentage goes into effect July, 2021 for fiscal year 2022. The old and new PSERS employee contribution amounts went into effect July, 2012 and remain unchanged for FY 2022. The vendor number is school district or system specific.

Step	Action
19	Verify the calendar year and month (CCYYMM) in the Year/month of last PSERS transmission is correct. <i>PCGenesis automatically updates this field when generating the PSERS reports.</i>
20	Using the <i>PSERS/TRS Retirement Table</i> screenshot example, verify the information is the same, or make the appropriate entries as needed.
21	Enter the vendor’s number in the Vendor field where appropriate. <i>If the vendor’s number is unknown, select the drop-down selection icon  or select F15 (Search). Within the PCG Select Value dialog box, enter the complete or partial vendor name in the “Enter complete or partial Vendor name and select Enter” field, and select Enter. The entry of a partial name in the field displays the results most closely matching the search criteria entered. Use the scrollbar or the Page Up/Page Dn keys to locate the intended record.</i>
22	After verifying the screen’s entries are correct, select  (Enter) to update.

A6. Update the ERS Pension Table



Step	Action
23	Select 6 (F6 - Display/Update ERS Pension Table).

The following screen displays for fiscal year 2022:

** NEW plan ERS Retirement ** (Pension Code 4)	
Employer Share (%)	-2463
Employer Object	24000
Employer BlnC	0421
Employee BlnC	0478
Vendor	004103
Withholding Exp Acct	199 0 9990 9000
Withholding Rev Acct	199 0 9990 9000
Deduction Sort	06
Normal Employee Share	00.0150
Employer Contribution to Employee Share BlnC	0421
Employee Share Object	24000
** OLD plan ERS Retirement ** (Pension Code 3)	
Employer Share (%)	-2488
Employer Object	24000
Employer BlnC	0421
Employee BlnC	0478
Vendor	004103
Withholding Exp Acct	199 0 9990 9000
Withholding Rev Acct	199 0 9990 9000
Deduction Sort	05
Normal Employee Share	00.0150
Employer Contribution to Employee Share BlnC	0421
Employee Share Object	24000

ENTER=Update, F16=Exit

ENTER ✓

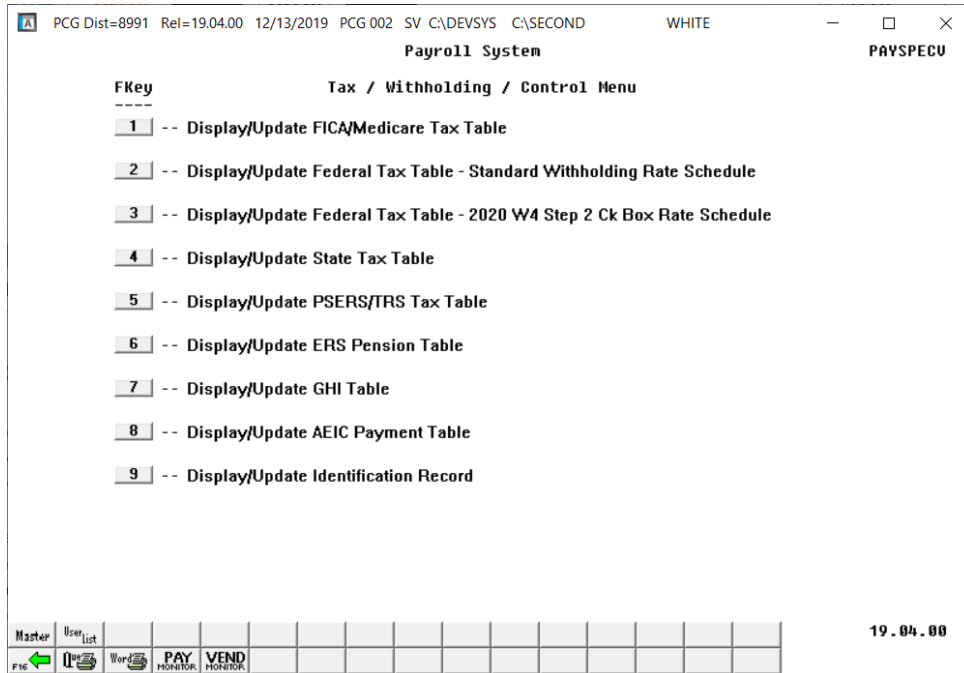
F16

20.03.00

Tax Table updated on 07/01/2021. The old and new ERS contribution amounts go into effect July, 2021 for fiscal year 2022.

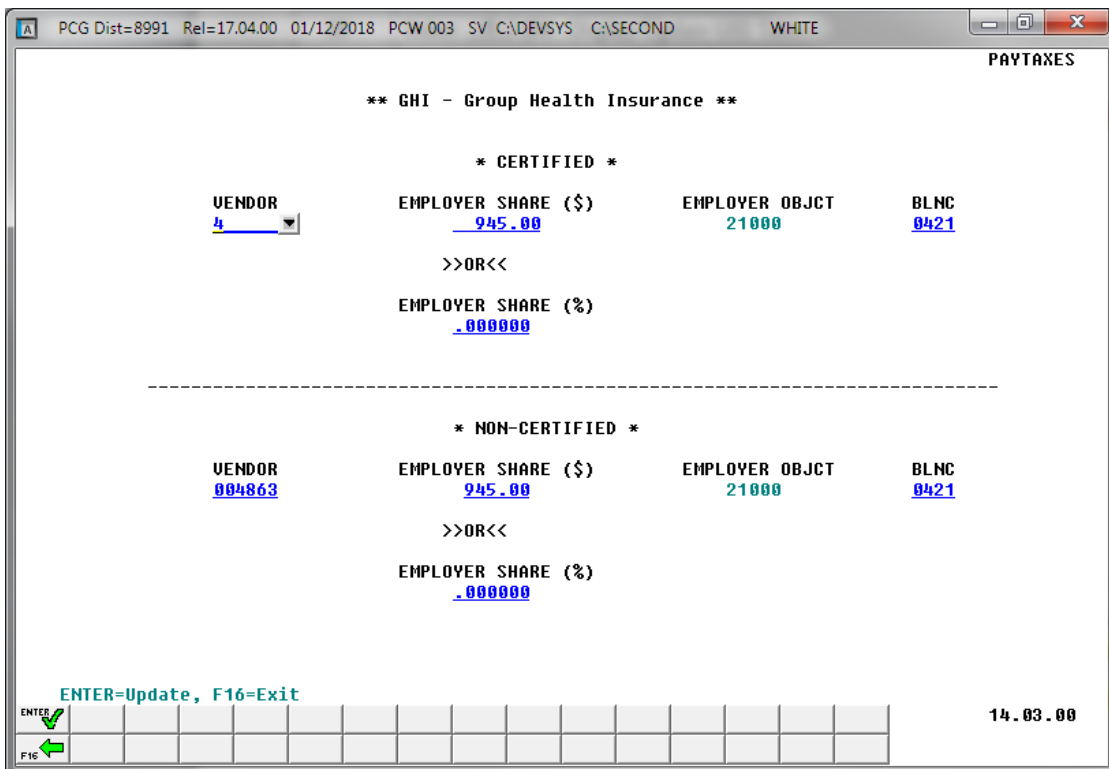
Step	Action
24	Using the <i>New Plan/Old Plan ERS Retirement Table</i> screenshot example, verify the information is the same, or make the appropriate entries as needed. <i>The vendor number is school district or system specific.</i>
25	Enter the vendor’s number in the Vendor field where appropriate. <i>If the vendor’s number is unknown, select the drop-down selection icon or select F15 (Search). Within the PCG Select Value dialog box, enter the complete or partial vendor name in the “Enter complete or partial Vendor name and select Enter” field, and select Enter. The entry of a partial name in the field displays the results most closely matching the search criteria entered. Use the scrollbar or the Page Up/Page Dn keys to locate the intended record.</i>
26	After verifying the screen’s entries are correct, select (Enter) to update.

A7. Update the Group Health Insurance (GHI) Table





Step	Action
27	Select 7 (F7 - Display/Update GHI Table).

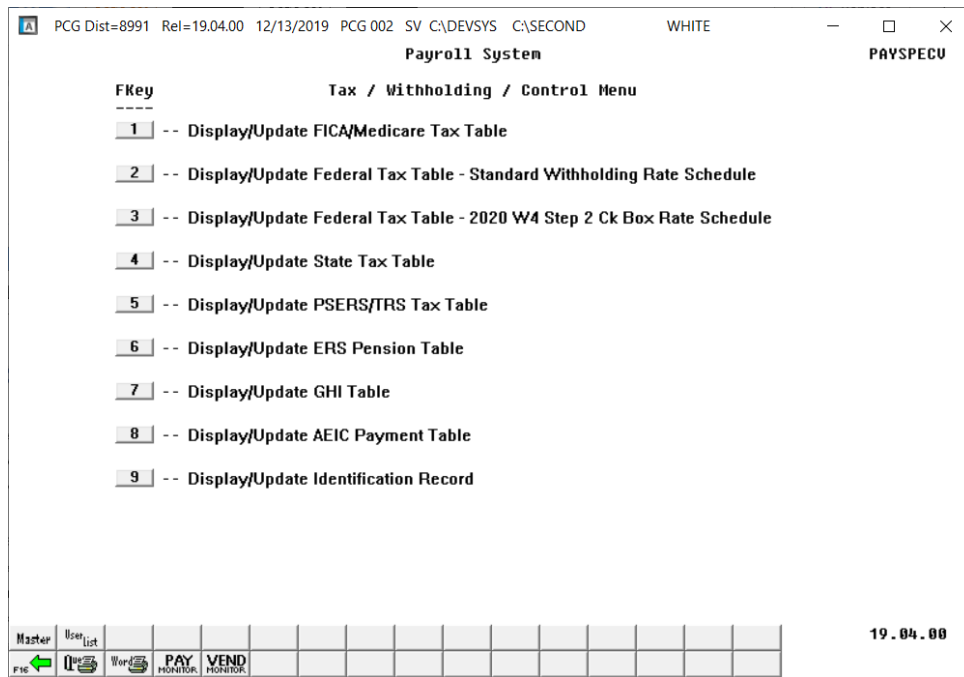
The following screen displays for **fiscal year 2022**:



Tax Table updated on 12/30/2017. The GHI employer contribution dollar amount for non-certified employees went into effect January 2018 (for February 2018 coverage), and remains unchanged for FY 2022. The GHI employer contribution dollar amount for certified employees went into effect July 2014 (for August 2014 coverage), and remains unchanged for FY 2022.

Step	Action
28	Using the <i>GHI - Group Health Insurance Table</i> screenshot example, verify the information is the same, or make the appropriate entries as needed.
29	Enter the vendor's number in the Vendor field where appropriate. <i>If the vendor's number is unknown, select the drop-down selection icon  or select F15 (Search). Within the PCG Select Value dialog box, enter the complete or partial vendor name in the "Enter complete or partial Vendor name and select Enter" field, and select Enter. The entry of a partial name in the field displays the results most closely matching the search criteria entered. Use the scrollbar or the Page Up/Page Dn keys to locate the intended record.</i>
30	After verifying the screen's entries are correct, select  (Enter) to update.

A8. Update the Advanced Earned Income Credit (AEIC) Payments Annual Tables



Step	Action
31	Select 8 (F8 - Display/Update AEIC Payment Table).

The following screen displays for **calendar year 2011**:

** Advance EIC Payments - Annual Tables **

1)SINGLE/Household Head Filing Certificate			2)MARRIED With Both Filing Certificate			3)MARRIED W/Out SPOUSE Filing Certificate		
Base Wage	Fixed Pmt Amt	Add'l %	Base Wage	Fixed Pmt Amt	Add'l %	Base Wage	Fixed Pmt Amt	Add'l %
.00	.00	.204	.00	.00	.204	.00	.00	.204
8970.00	1830.00	.000	4485.00	915.00	.000	8970.00	1830.00	.000
16450.00	1830.00	.096	10730.00	915.00	.096	21460.00	1830.00	.096
99999.99	.00	.000	99999.99	.00	.000	99999.99	.00	.000
MAX WAGE	MAX EIC		MAX WAGE	MAX EIC		MAX WAGE	MAX EIC	
35536.36	1830.00		20273.18	915.00		40546.36	1830.00	




VENDOR BLNC EXP. ACCT: FND F PRGM FUNC OBJCT
002835 0471 199 0 9990 9000 00000

REV. ACCT: FND F PRGM SRCE OBJCT
199 0 9990 9000 00000

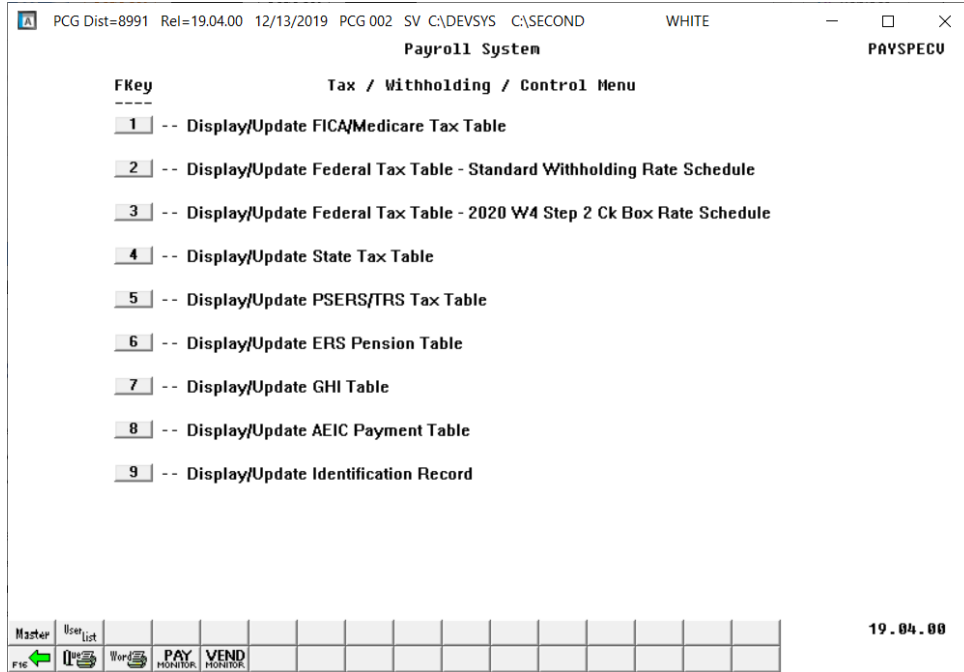
ENTER=Update, F16=Exit



14.03.00

According to IRS Publication 15 (Circular E), Employer's Tax Guide 2011, the option of receiving advance payroll payments of Earned Income Credit (EIC) expires on December 31, 2010. Therefore, entry of an AEIC switch on the employee record is no longer allowed and must be blank. The installation of *Release 10.04.01* suppresses calculation of the advanced earned income tax credit (AEIC) for all employees. **Although the AEIC tables have not been updated for 2011, the AEIC calculation is suppressed for all employees.**

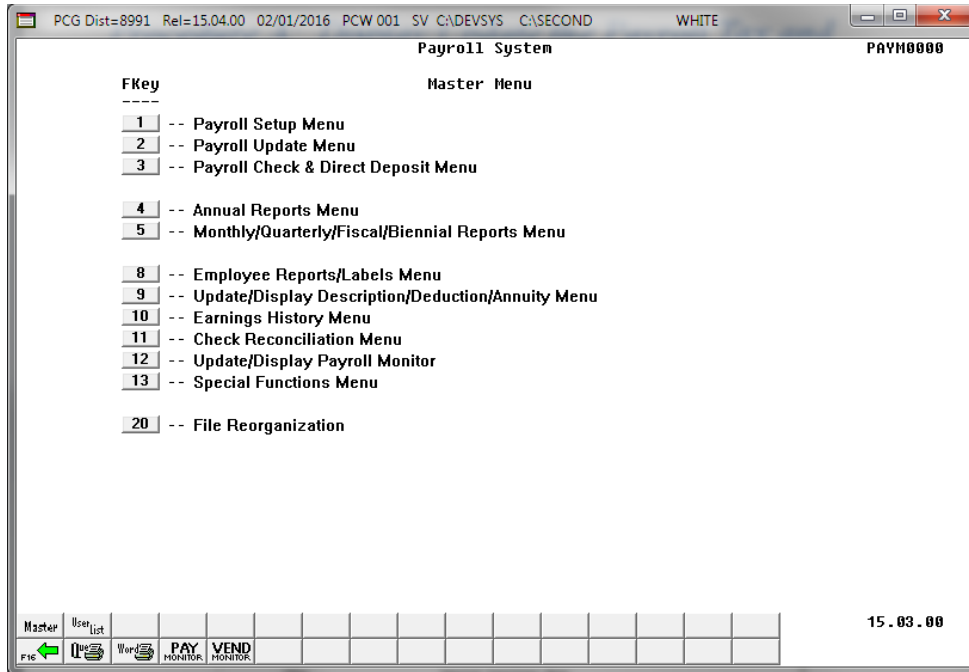
Step	Action
32	Using the <i>Advance EIC Payments – Annual Tables</i> screenshot example, verify the information is the same, or make the appropriate entries as needed.
33	Enter the vendor’s number in the Vendor field where appropriate. <i>If the vendor’s number is unknown, select the drop-down selection icon  or select F15 (Search). Within the PCG Select Value dialog box, enter the complete or partial vendor name in the “Enter complete or partial Vendor name and select Enter” field, and select Enter. The entry of a partial name in the field displays the results most closely matching the search criteria entered. Use the scrollbar or the Page Up/Page Dn keys to locate the intended record.</i>
34	After verifying the screen’s entries are correct, select  (Enter) to update.
35	Select  (F16 - Exit) to return to the <i>Tax/Withholding/Control Menu</i> .

The following screen displays:



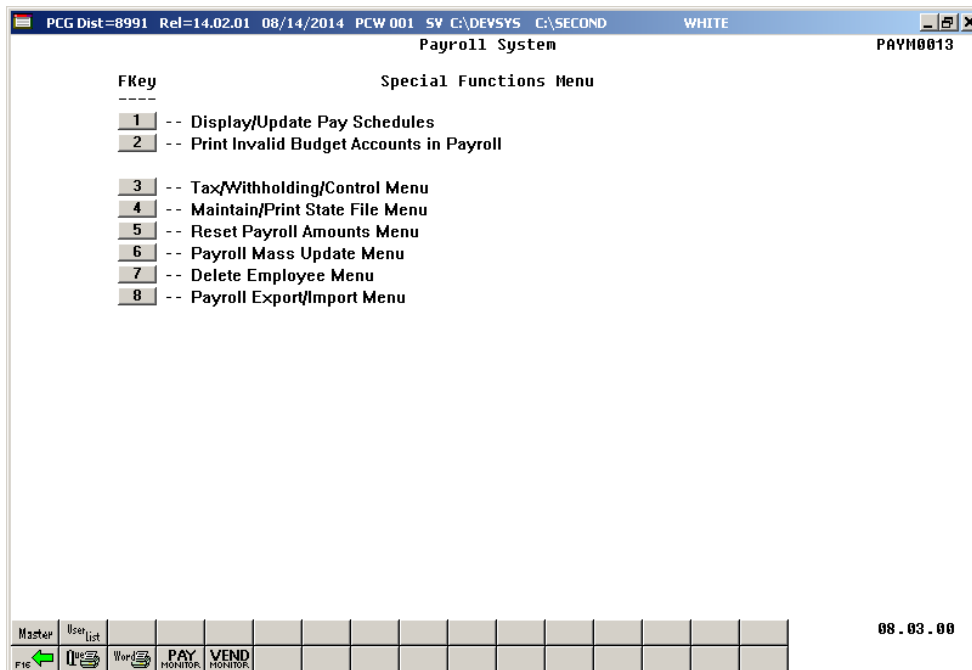
Step	Action
36	Select  (F16 - Exit) to return to the <i>Payroll System – Special Functions Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

Procedure B: Display/Update the Payroll Identification Record



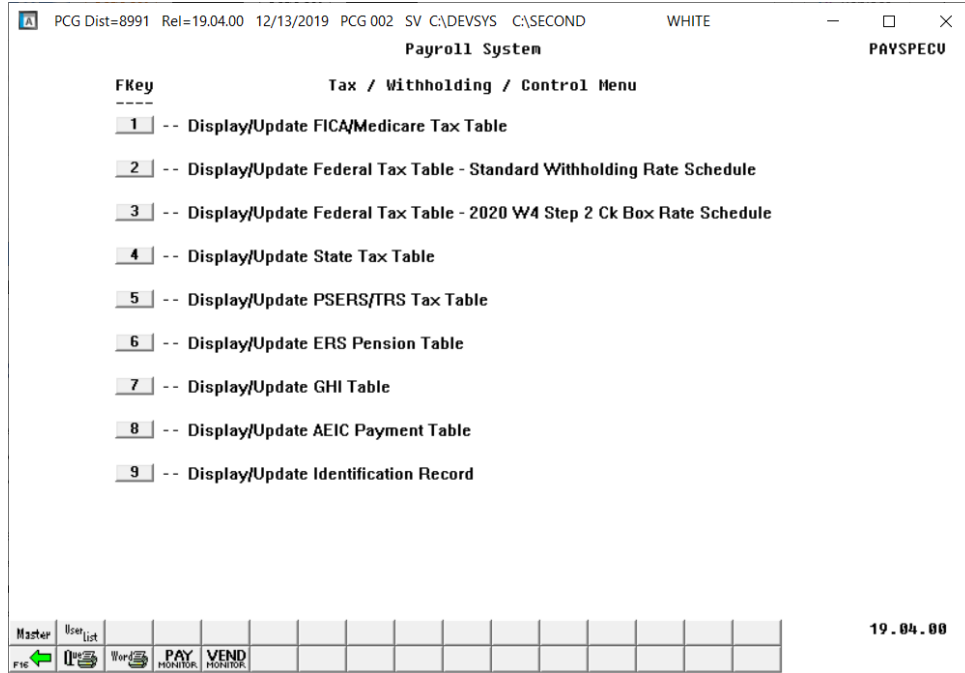
Step	Action
1	Select 13 (F13 - Special Functions Menu).

The following screen displays:



Step	Action
2	Select 3 (F3 – Tax/Withholding/Control Menu).


The following screen displays:



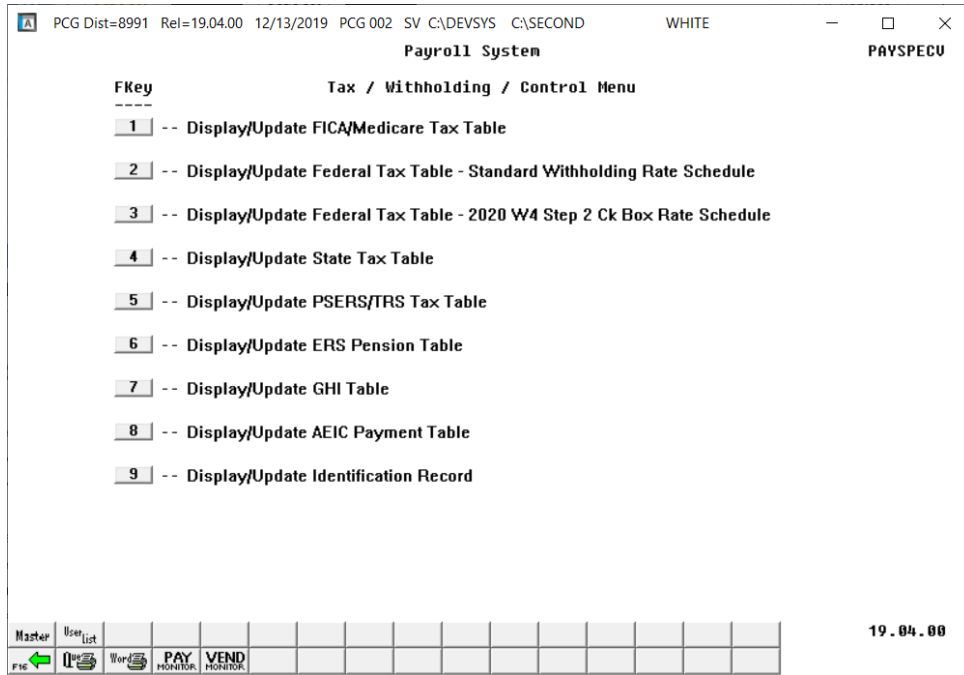
Step	Action
3	<p>Select 9 (F9 - Display/Update Identification Record).</p> <p><i>PCGenesis does not allow the modification of payroll control information during Payroll Setup. In this instance, the “** Payroll in Process – No Changes **” displays. PCGenesis users must complete payroll processing through F14 (Update Budget Files with Current Pay), and repeat this procedure.</i></p>



Step	Action
12	State name: Georgia
13	County ID <i>Refer to the “Georgia County Code Listing” for a listing of valid codes.</i>
14	County Name: Defaults from the entry in the <i>County ID</i> field.
15	SS System #/Non-Teaching: No entry is required in the field as it is not utilized by PCGenesis.
16	SS System #/Teaching: No entry is required in the field as it is not utilized by PCGenesis.
17	Enable enhanced substitute pay and leave system?: <u>To turn off the enhanced substitute pay and leave system:</u> Enter N (No). <u>To turn on the enhanced substitute pay and leave system:</u> Enter Y (Yes). <i>PCGenesis uses this field to turn on the enhanced substitute pay and leave system. This option should only be turned on only in consultation with the PCGenesis help desk staff.</i>
18	System sick bank balance: This field contains the sick bank balance for the district. This field is used in the new Enhanced Substitute Pay and Employee Leave System and keeps track of the system’s sick bank balance.
19	Enable direct deposit for current payroll run?: <u>To turn off direct deposit processing for the current payroll run:</u> Enter N (No). <u>To process payroll normally for the current payroll run:</u> Enter Y (Yes). <i>PCGenesis uses this field to turn off direct deposit processing for all employees during the current pay cycle without affecting individual employee information, and in such cases as when there is a requirement to issue checks, such as school principal supplemental salaries, or to allow special pay awards as perfect attendance. In this instance, PCGenesis issue the pay as a payroll check instead of as a direct deposit.</i>

Step	Action
20	<p>If NACHA Direct Deposit will be used:</p> <ul style="list-style-type: none"> • <i>Check with the payroll bank for their requirements on the file for Carriage Return, Data Block Filling, Bank Offset Debit Record, Immediate Destination and Origin, and the Routing number and name field information.</i> • Old (non-NACHA) direct deposit: Issue banks checks rather than wire xfer?: Enter N (No). • Use NACHA direct deposit? (Y/N): Enter Y (Yes). • Carriage return at the end of each record? (Y/N): Enter Y (Yes) if the payroll bank requires a carriage return and a line feed at the end of each record within the <i>NACHA</i> and <i>Prenote</i> files. Enter N (No) if the payroll bank does not require a carriage return and a line feed at the end of each record within the <i>NACHA</i> and <i>Prenote</i> files. • Last data block to be filled with 9s? (Y/N): Enter Y (Yes) if the payroll bank requires the last block of the <i>NACHA</i> and <i>Prenote</i> files to be filled with 9's or requires the record count to be a multiple of ten records. Enter N (No) if the payroll bank does not require, or has not indicated a preference for the entries in the last block of the <i>NACHA</i> and <i>Prenote</i> files. • Include bank offset debit record?: Enter Y (Yes) if the payroll bank requires a detail line item for a debit amount (<i>Transaction code 27</i>) for the total direct deposit amount. Enter N (No) if the payroll bank (<i>Transaction code 27</i>) requests the selection of the offset debit record. <i>PCGenesis defaults to N (No) from the NACHA file.</i> • Enter the routing number and name in the Immed Dest: Routing num (Immediate Destination: Routing number) and Immed Dest: Name (Immediate Destination: Name) fields. • Enter the appropriate routing number and name in the Immed Orig: Routing num (Immediate Origin: Routing number) or the Immed Orig: Name (Immediate Origin: Name) routing number fields.
21	<p>If Third Party Direct Deposit software/PCGenesis method of providing direct deposit registers and a check or wire transfer to the direct deposit banks will be used:</p> <ul style="list-style-type: none"> • Old (non-NACHA) direct deposit: Issue banks checks rather than wire xfer?: Answer Y (Yes) – To provide each of the direct deposit banks a check to fund the payroll. (This causes the payroll paycheck printing process to print checks for each direct deposit bank.) Answer N (No) – To send a wire transfer to the direct deposit banks to fund the payroll or to use third party direct deposit software. • Use NACHA direct deposit? (Y/N): Enter N (No). • Carriage return at the end of each record? (Y/N): Enter N (No). • Last data block to be filled with 9s? (Y/N): Enter N (No). • Include bank offset debit record? (Y/N): Enter N (No). • No entry is necessary in the Immed Dest (Immediate Destination) and Immed Orig (Immediate Origin) fields.

Step	Action
22	<p>Print SSN on checks?:</p> <p><u>To print employees' SSNs on the checks:</u> Enter Y (Yes) in the field.</p> <p><u>To omit employees' SSNs from the checks:</u> Enter N (No) in the field.</p>
23	<p>Print leave on checks?:</p> <p><u>To print employees' leave on the checks:</u> Enter Y (Yes) in the field.</p> <p><u>To omit employees' leave from the checks:</u> Enter N (No) in the field.</p>
24	<p>Print DD account on stub?:</p> <p>Select the appropriate option using the radio button:</p> <ul style="list-style-type: none"> • Print the entire direct deposit account number • Print the last four digits of the direct deposit account number • Do not print the direct deposit account number, and print all asterisks instead.
25	<p>Verify the entries are correct, and select  (Enter) to update.</p>

The following screen displays:



Step	Action
26	Select  (F16 - Exit) to return to the <i>Payroll System – Special Functions Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

Appendix A: PCGenesis Federal Tax Calculation Method

1. Percentage Method Tables for Automated Payroll Systems

If you have an automated payroll system, use the worksheet below and the Percentage Method tables that follow to figure federal income tax withholding. This method works for Forms W-4 from 2019 or earlier and Forms W-4 from 2020 or later. This method also works for any amount of wages. If the Form W-4 is from 2019 or earlier, this method works for any number of withholding allowances claimed.

Worksheet 1. Employer’s Withholding Worksheet for Percentage Method Tables for Automated Payroll Systems Keep for Your Records

Table 3:

Semiannually	Quarterly	Monthly	Semimonthly	Biweekly	Weekly	Daily
2	4	12	24	26	52	260

Step 1. Adjust the employee’s wage amount

- 1a.** Enter the employee’s total taxable wages this payroll period **1a** \$ _____
- 1b.** Enter the number of pay periods you have per year (see Table 3). **1b** _____
- 1c.** Multiply the amount on line 1a by the number on line 1b. **1c** \$ _____

If the employee **HAS** submitted a Form W-4 for 2020 or later, figure the Adjusted Annual Wage Amount as follows:

- 1d.** Enter the amount from Step 4(a) of the employee's Form W-4. **1d** \$ _____
- 1e.** Add lines 1c and 1d **1e** \$ _____
- 1f.** Enter the amount from Step 4(b) of the employee's Form W-4 **1f** \$ _____
- 1g.** If the box in Step 2 of Form W-4 is checked, enter -0-. If the box is not checked, enter \$12,900 if the taxpayer is married filing jointly or \$8,600 otherwise. **1g** \$ _____
- 1h.** Add lines 1f and 1g **1h** \$ _____
- 1i.** Subtract line 1h from line 1e. If zero or less, enter -0-. This is the **Adjusted Annual Wage Amount** **1i** \$ _____

If the employee **HAS NOT** submitted a Form W-4 for 2020 or later, figure the Adjusted Annual Wage Amount as follows:

- 1j.** Enter the number of allowances claimed on the employee's most recent Form W-4. . **1j** \$ _____
- 1k.** Multiply line 1j by \$4,300 **1k** \$ _____
- 1l.** Subtract line 1k from line 1c. If zero or less, enter -0-. This is the **Adjusted Annual Wage Amount** **1l** \$ _____

Step 2. Figure the Tentative Withholding Amount based on the employee's Adjusted Annual Wage Amount; filing status (Step 1(c) of the 2020 Form W-4) or marital status (line 3 of Form W-4 from 2019 or earlier); and whether the box in Step 2 of 2020 Form W-4 is checked.

Note. Don't use the Head of Household table if the Form W-4 is from 2019 or earlier.

- 2a. Enter the employee's **Adjusted Annual Wage Amount** from line 1i or 1l above . . . **2a** \$ _____
- 2b. Find the row in the appropriate **Annual Percentage Method** table in which the amount on line 2a is at least the amount in column A but less than the amount in column B, then enter here the amount from column A of that row **2b** \$ _____
- 2c. Enter the amount from column C of that row **2c** \$ _____
- 2d. Enter the percentage from column D of that row. **2d** _____%
- 2e. Subtract line 2b from line 2a , **2e** \$ _____
- 2f. Multiply the amount on line 2e by the percentage on line 2d **2f** \$ _____
- 2g. Add lines 2c and 2f **2g** \$ _____
- 2h. Divide the amount on line 2g by the number of pay periods on line 1b. This is the **Tentative Withholding Amount** **2h** \$ _____

Step 3. Account for tax credits

- 3a. If the employee's Form W-4 is from 2020, enter the amount from Step 3 of that form; otherwise enter -0- **3a** \$ _____
- 3b. Divide the amount on line 3a by the number of pay periods on line 1b **3b** \$ _____
- 3c. Subtract line 3b from line 2h. If zero or less, enter -0- **3c** \$ _____

Step 4. Figure the final amount to withhold

- 4a. 4a Enter the additional amount to withhold from the employee's Form W-4 (Step 4(c) of the 2020 form or line 6 on earlier forms) **4a** \$ _____
- 4b. 4b Add lines 3c and 4a. **This is the amount to withhold from the employee's wages this pay period** **4b** \$ _____

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