

Chapter 15

Tax Tables

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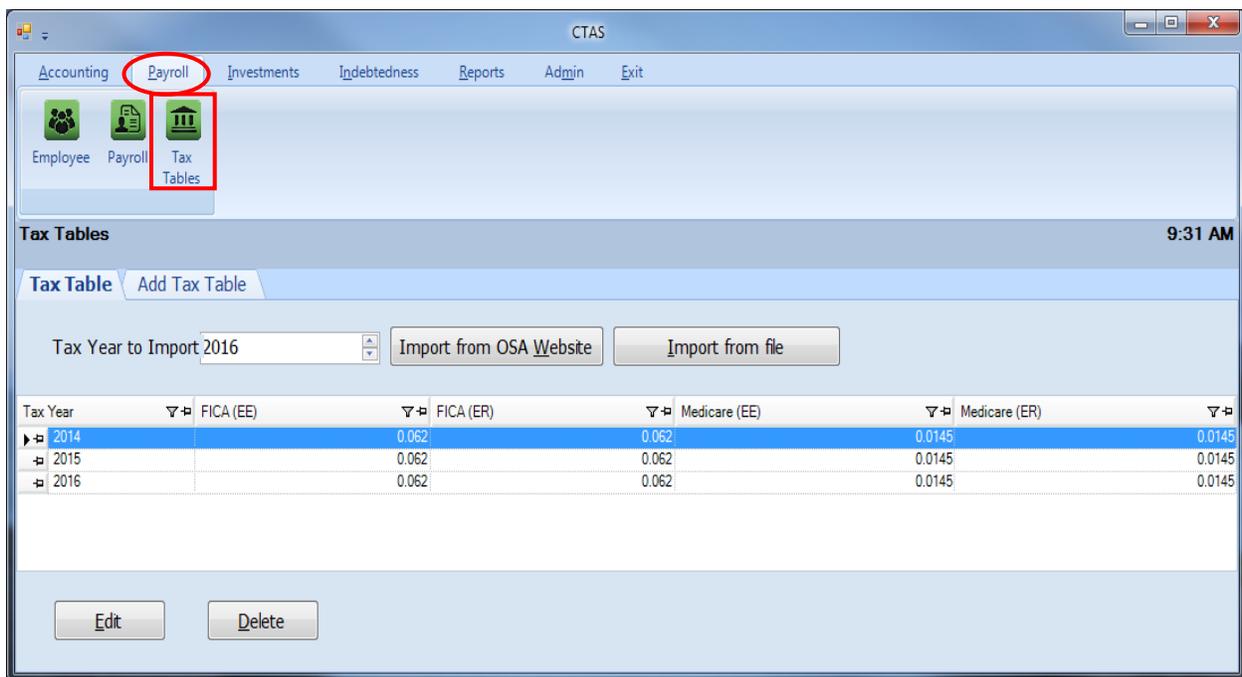
Tax Tables: Introduction

The Tax Tables section allows you to enter the information CTAS will use to calculate the payroll withholdings. CTAS uses the computer formulas recommended by state and federal governments.

The information to complete the Tax Tables can be obtained from the Office of the State Auditor’s website at www.auditor.state.mn.us.

Accessing the Tax Tables Section

To access the Tax Tables section, select the Payroll tab (circled) and the Tax Tables icon (boxed). The Tax Tables screen will appear.



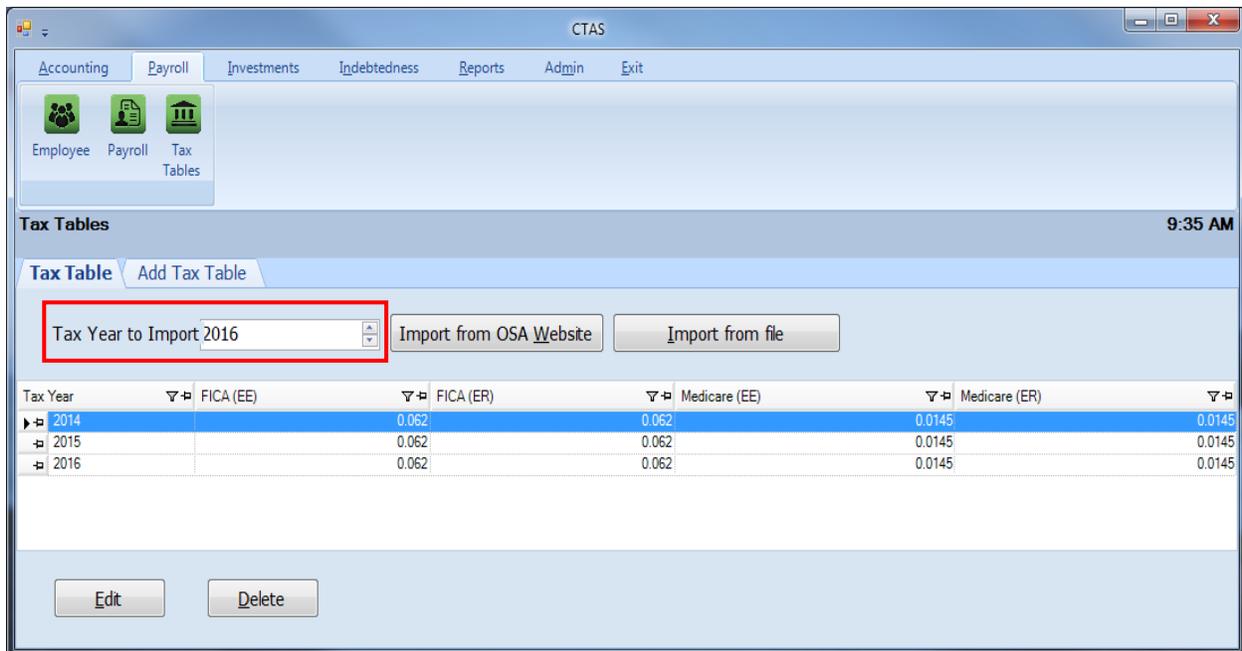
You can Add, Edit, or Delete tax withholding information from the Tax Table tab screen.

Tax Tables: Adding a New Tax Table

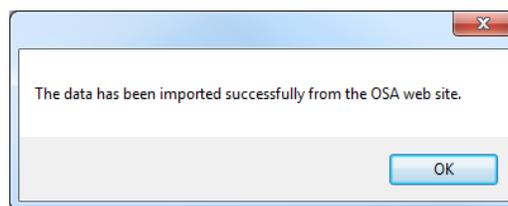
There are three options to add a new Tax Table: Import the Tax Table from the OSA website, Import the Tax Table from a file, or manually enter the Tax Table in the Add Tax Table tab.

Import Tax Table from OSA Website (*computer must be connected to the internet*)

To import the tax tables from the OSA website, enter or select the Tax Table year using the up/down arrows (boxed), then left click on the Import from OSA Website button.



When the below message appears, click OK.



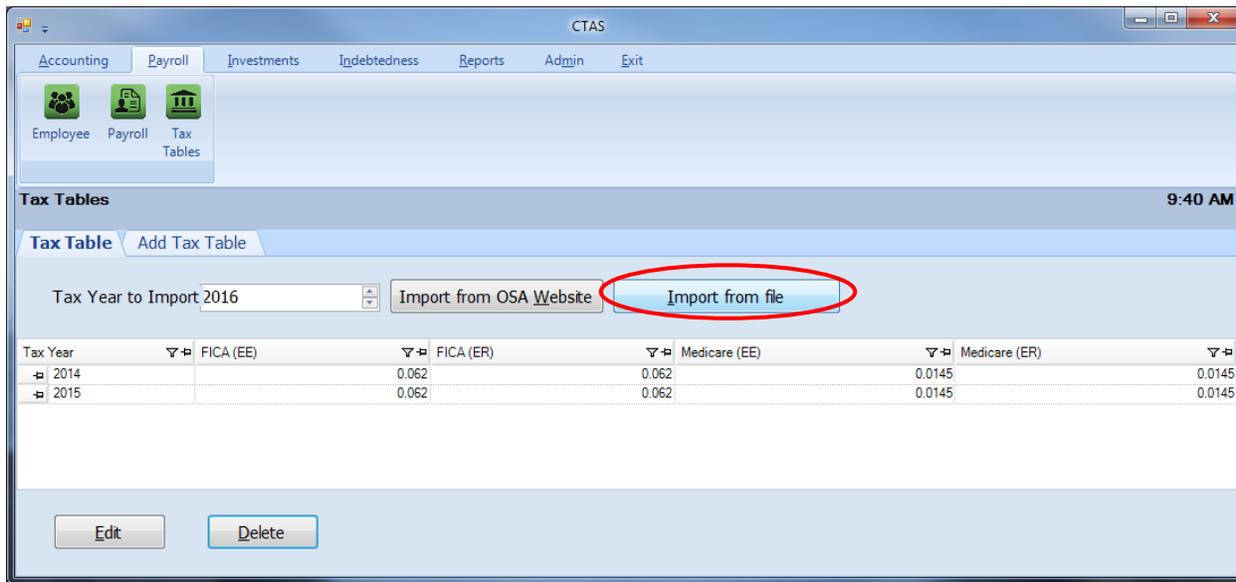
The Tax Table for the year selected has now been imported.

Tax Tables: Adding a New Tax Table (continued)

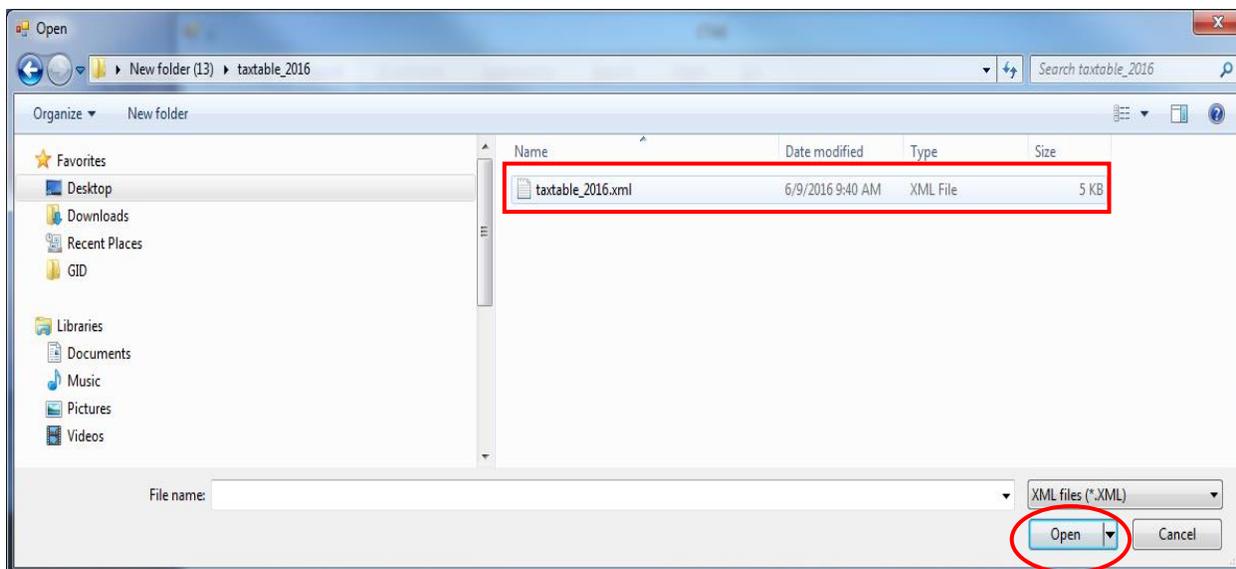
Import Tax Table from a File

To Import a Tax Table from a file, go to the OSA website:

<http://www.auditor.state.mn.us/default.aspx?page=ctas>. On the website, find the Tax Table year and save the file titled “CTAS XML” to the desktop or external drive.



Once the folder is saved, select the Import from file button (circled) which will open a new window. Browse to the location of the taxtable_20XX.xml that was saved from the OSA website. Once the file is found, highlight it (boxed), then click on the Open button (circled).

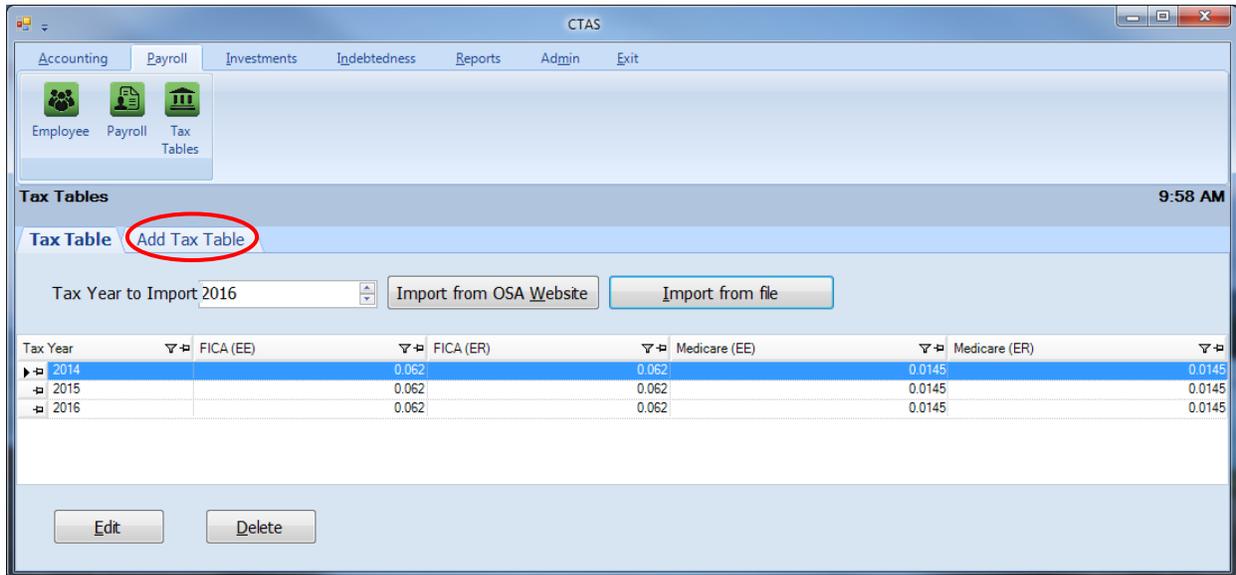


The tax table has now been imported from the file.

Tax Tables: Adding a New Tax Table (continued)

Add Tax Table from the Add Tax Table Tab Screen

To begin manually entering the Tax Tables, click on the Add Tax Table tab (circled).



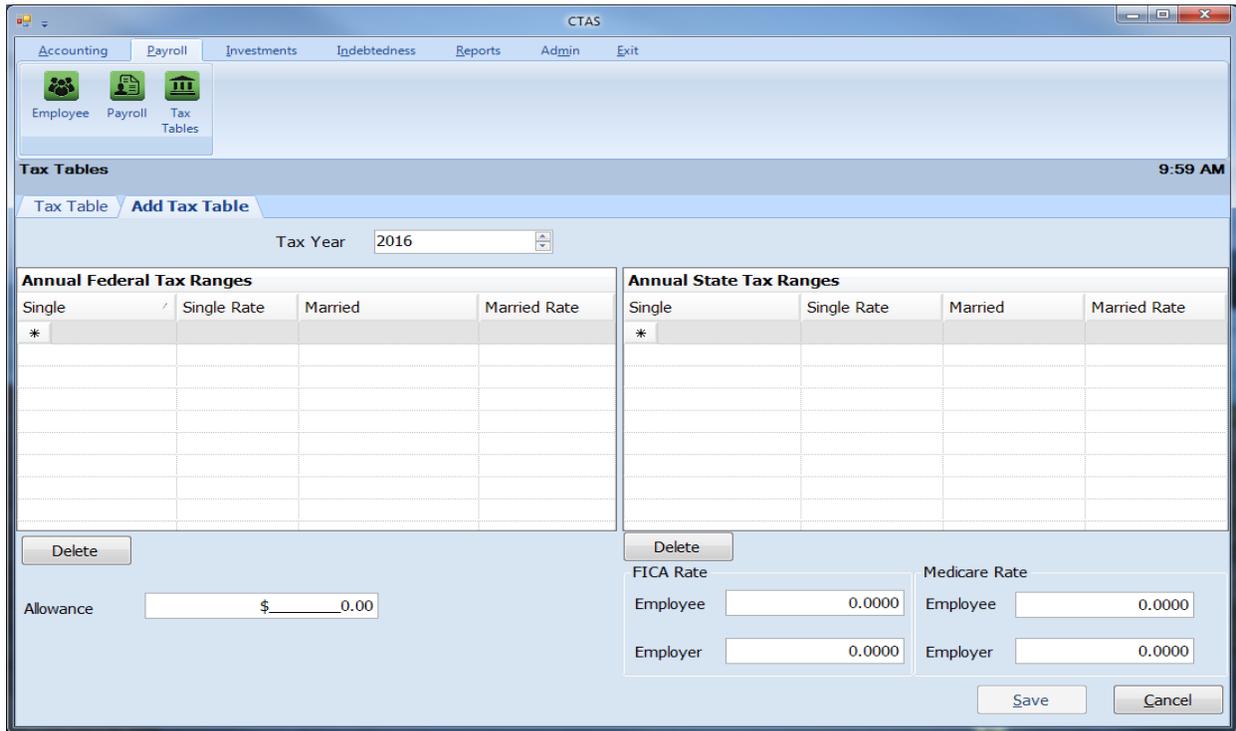
The information to complete the Tax Tables can be obtained from the Office of the State Auditor’s website at www.auditor.state.mn.us. Once the tax table information has been printed, users will manually type in the data.

It is important to verify that the tax tables have been entered correctly, as this affects how payroll is calculated.

Tax Tables: Adding a New Tax Table (continued)

Add Tax Table from the Add Tax Table Tab Screen (continued)

After the Add Tax Table tab is selected, a new tax information screen will appear. This screen allows you to enter the information for the new tax tables.



When the new tax information screen appears, complete the following steps:

- Enter the amounts for the Federal Single Withholding Rate.
- Enter the amounts for the Federal Married Withholding Rate.
- Enter the Federal Tax Rates.
- Enter the amounts for the State Single Withholding Rate.
- Enter the amounts for the State Married Withholding Rate.
- Enter the State Tax Rates.
- Enter the FICA Tax Rates.
- Enter the Medicare Tax Rates.
- When complete, click Save.

A sample of the tax table information from the Office of the State Auditor is shown on the next page.

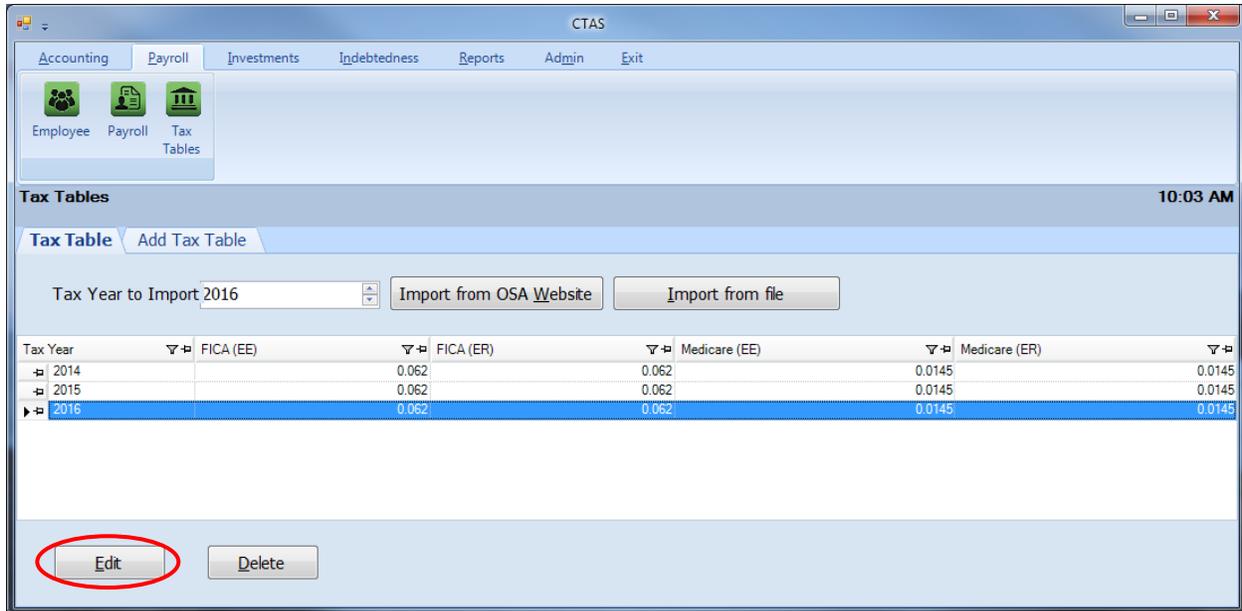
Tax Tables: Adding a New Tax Table (continued)

**Sample Tax Table
Do Not Use**

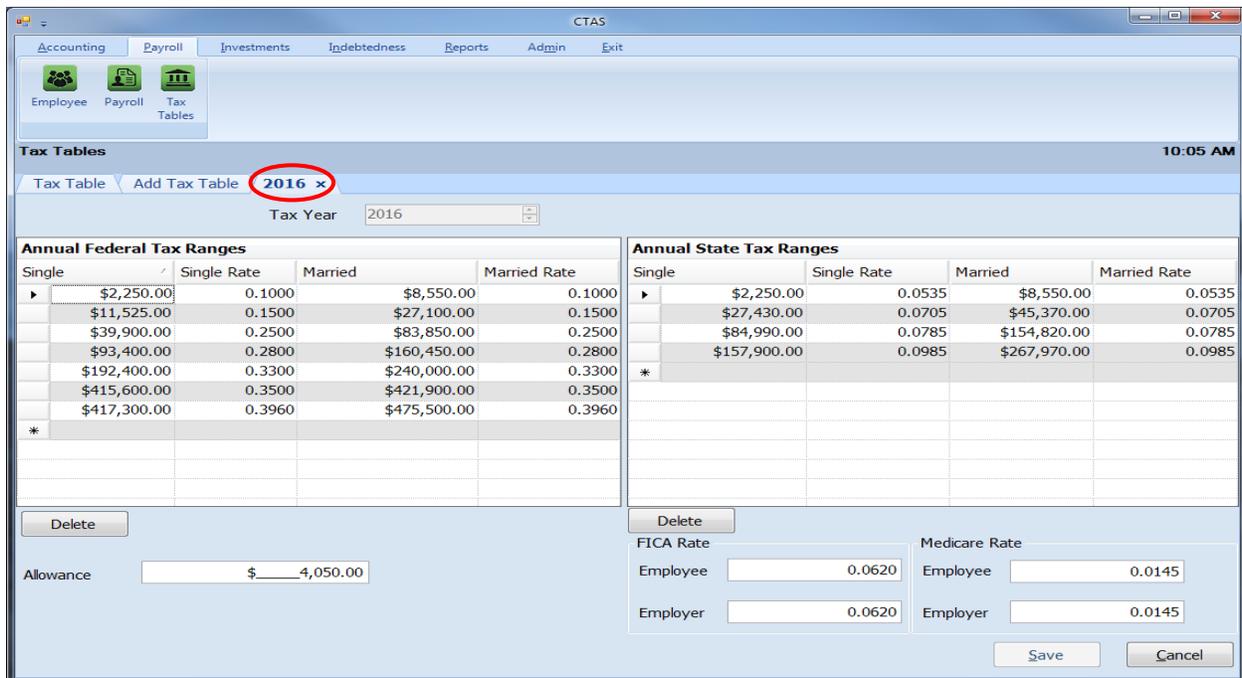
Annual Federal Tax				
	Single	Married	Rate	
Range	2,300.00	8,600.00	0.100	
	11,525.00	27,050.00	0.150	
	39,750.00	83,500.00	0.250	
	93,050.00	159,800.00	0.280	
	191,600.00	239,050.00	0.330	
	413,800.00	420,100.00	0.350	
	415,000.00	473,450.00	0.396	
Withholding	922.50	1,845.00		
Allowance	4,000.00			
Annual State Tax				
	Single	Married	Rate	
Range	2,300.00	8,600.00	0.0535	
	27,370.00	45,250.00	0.0705	
	84,660.00	154,220.00	0.0785	
	157,250.00	266,860.00	0.0985	
Withholding	1,341.25	1,960.78		
FICA Medicare				
	FICA	Medicare		
Employee	0.062	0.0145		
Employer	0.062	0.0145		
P.E.R.A. Rates				
Plan	Employee Rate	Employer Rate	Employer Additional	Employer Total
Coordinated	6.50%	6.50%	1.00%	7.50%
Basic	9.10%	9.10%	2.68%	11.78%
Police & Fire	10.80%	16.20%	n/a	16.20%
Defined Contribution Plan Elected Officials	5.00%	5.00%	n/a	5.00%
Defined Contribution Plan City Managers/Administrators	6.50%	6.50%	n/a	6.50%

Tax Tables: Editing the Tax Tables

To edit the Tax Tables, highlight the fiscal year that needs to be corrected on the Tax Tables tab screen and click the Edit button (circled).



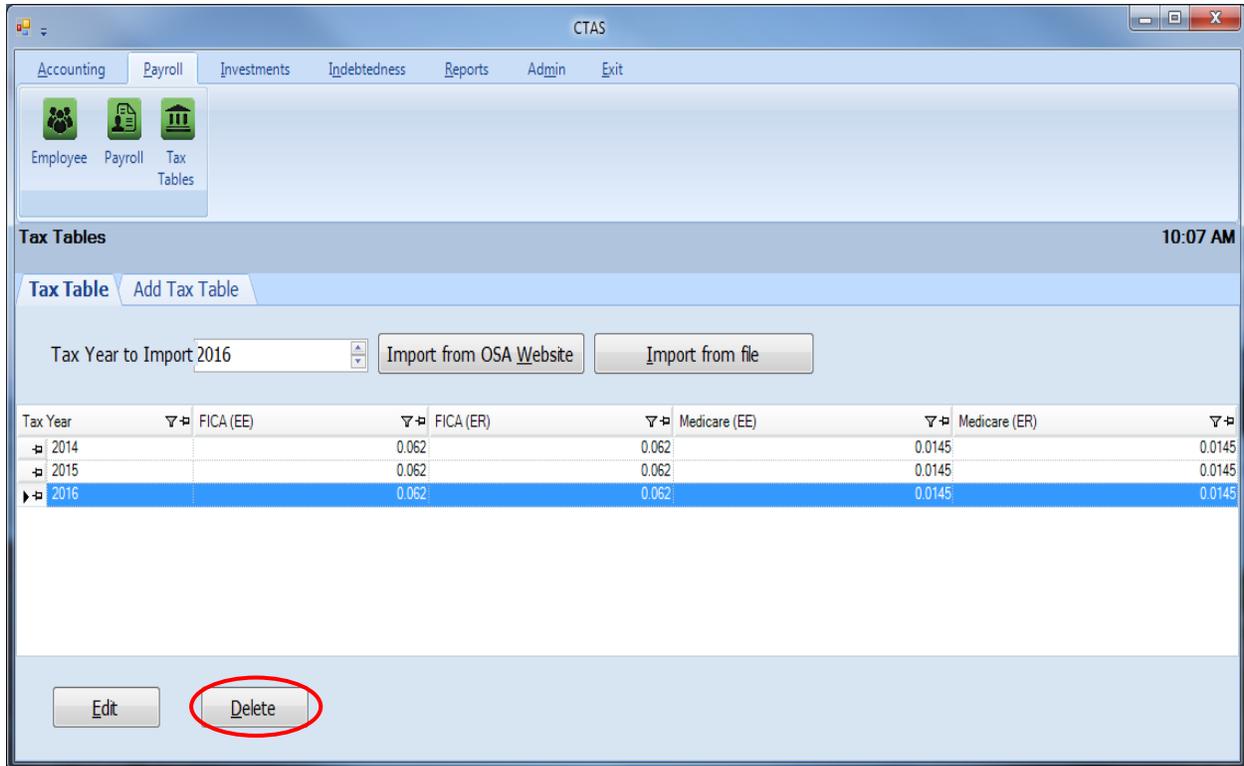
After the Edit option is selected, a tab for the selected year will open (circled).



With the Tax Year tab open, you can edit any field. *The updated information on the Tax Tables will only affect future payrolls and payrolls that have not been posted.* Click the Save button when complete.

Tax Tables: Deleting a Tax Table

To delete the Tax Tables, highlight the fiscal year you want to delete on the Tax Tables tab screen and click the Delete button (circled).



After the Delete option is selected, the Tax Table delete screen will appear. Select the Yes button and the selected Tax Table will be deleted.

