

Create Your New 2010 Tax Formulas Using Table 1 Below

- 1) Refer to Table 1 below to see the ID and Names of the taxes you'll be creating.
- 2) Remember, it is the **red** text in the table that you'll be putting into Peachtree.
- 3) For each new tax that you want to create, follow these two steps.
 - a) Start by typing the ID you want to use over an existing ID.
 - i) Note: In other words, each new tax formula is made by typing over an existing tax formula. It's not a requirement, but if possible, you'll probably want to type over a formula that is similar to the one you are about to enter. For example, if you are making a new tax whose ID will be **FITM0**, you'll probably want to type this over the existing ID of **FITM9**.
 - b) As soon as you have keyed in your new ID, click the save command.
- 4) Now tab to the next field and enter the Tax Name of your new tax.
- 5) Continue to key in the "Fields" values from Table 1 below.
- 6) When you have completed the Fields values from the table, copy and paste the corresponding "Formula" from Table 1 into the Peachtree Formula field on your screen. **Be sure the Peachtree FORMULA field is totally blank before pasting new information into it.**
- 7) To make copying and pasting easier, CTRL-V can be used to paste and ALT-TAB can be used to switch back and forth between Peachtree and this document.
- 8) As you work your way down Table 1, you'll come to the last row which pertains to SUI. The example in the table is for Massachusetts SUI and the ID is **MASUI0**. If you have been using Peachtree for less than a year, you should not need to create a SUI for 2010 since the Payroll Wizard creates your SUI tax for the current year and the year ahead when it is first run.
 - a) However, even if you already have a SUI for 2010 in your User-Maintained Tax Tables window, you'll need to check and be sure the formula is correct.
 - b) If you don't already have a tax formula for SUI for 2010, then you'll need to create this tax just like the other taxes in Table 1 below.
 - c) Note: see this link for SUI wage base amounts for specific states:
<http://www.americanpayroll.org/members/stateui>