Tables 1a and 1b show the ID and Names of the taxes you'll be creating. You'll need to choose the right table for your version of Peachtree: Table 1a is for Peachtree r2008 and earlier and Table 1b is for Peachtree r2009 and later. Also, remember, it is the **red** text in the table that you'll be putting into Peachtree.

For each new tax you create, do as follows:

a) Start by typing the ID you want to use over an existing ID.

> 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 `FITM1,` you can type this over the existing ID of `FITM0`.

b) As soon as you have keyed in your new ID, click the save command.

c) Now tab to the next field and enter the Tax Name of your new tax.

When working from Tables 1a and 1b, follow these steps:

1) Starting the left column, key in the "Fields" values for your 1st tax: FICA EE.

Note: In the Table 1a "Fields" column, you'll see that "Deduction" is checked for each of the taxes we are setting up. This is language which earlier versions of Peachtree use to indicate that this formula will decrease the employee's pay – or the company's profit if it is a company tax. If you have Peachtree r2009 or higher, you'll see a similar field in Table 1b called "Effect on Gross Pay". You'll be setting this to "Subtracts from Gross" for each tax that we create. A screen image from Peachtree is displayed which illistrates this.

2) When you have completed the Fields values from Table 1a or 1b for your new FICA EE tax, move to the right side of the table and copy / paste the corresponding "Formula" from Table 1 for FICA EE into the Peachtree Formula field on your screen. To help ensure your new formula will work correctly, be certain the Peachtree FORMULA field is *totally blank* before pasting new information into it.

3) Now continue to the 2nd tax in Table 1a or 1b, FICA ER, and enter this in a similar fashion to the tax we just completed. As you work your way through Table 1, to make copying and pasting easier, CTRL-V can be used to each time you want to paste. Another shortcut key combination, ALT-TAB, can be used to switch back and forth between Peachtree and this document.

4) As you work your way down Table 1a or 1b, you'll come to the last row which pertains to SUI. The example in the table is for Massachusetts SUI and the ID is MASUI1. If you have been using Peachtree for less than a year, you should not need to create a SUI for 2011 since the Payroll Wizard creates your SUI tax for the current year and the year ahead when it is first run.

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