Updating Tax Tables Checklist

The tax tables need to be updated in Payroll BEFORE your January payroll. Download the two tax tables and then complete the following:

\_\_\_\_\_ From **Payroll > Utilities > Install Salary/Tax Tables.** Select Fed. Income Tax, type 2023 in the Calendar Year.



Browse to the 2023\_***Fed\_Income\_Tax.txt*** file on your computer. Click Submit, then click Execute.



At the preview, select Process.



\_\_\_\_\_ **Repeat the same process for the FICA tax file.**

Select the radio button for FICA Tax Rates.

*Browse:* Select the radio button FICA Tax Rates and the file named 2023\_*FICA\_Tax\_Rates.txt.* Submit, then select Execute.



Select Process at the Preview.



**Resources: https://www.irs.gov/publications/p15t**.