

# Profits Quick Start Guides

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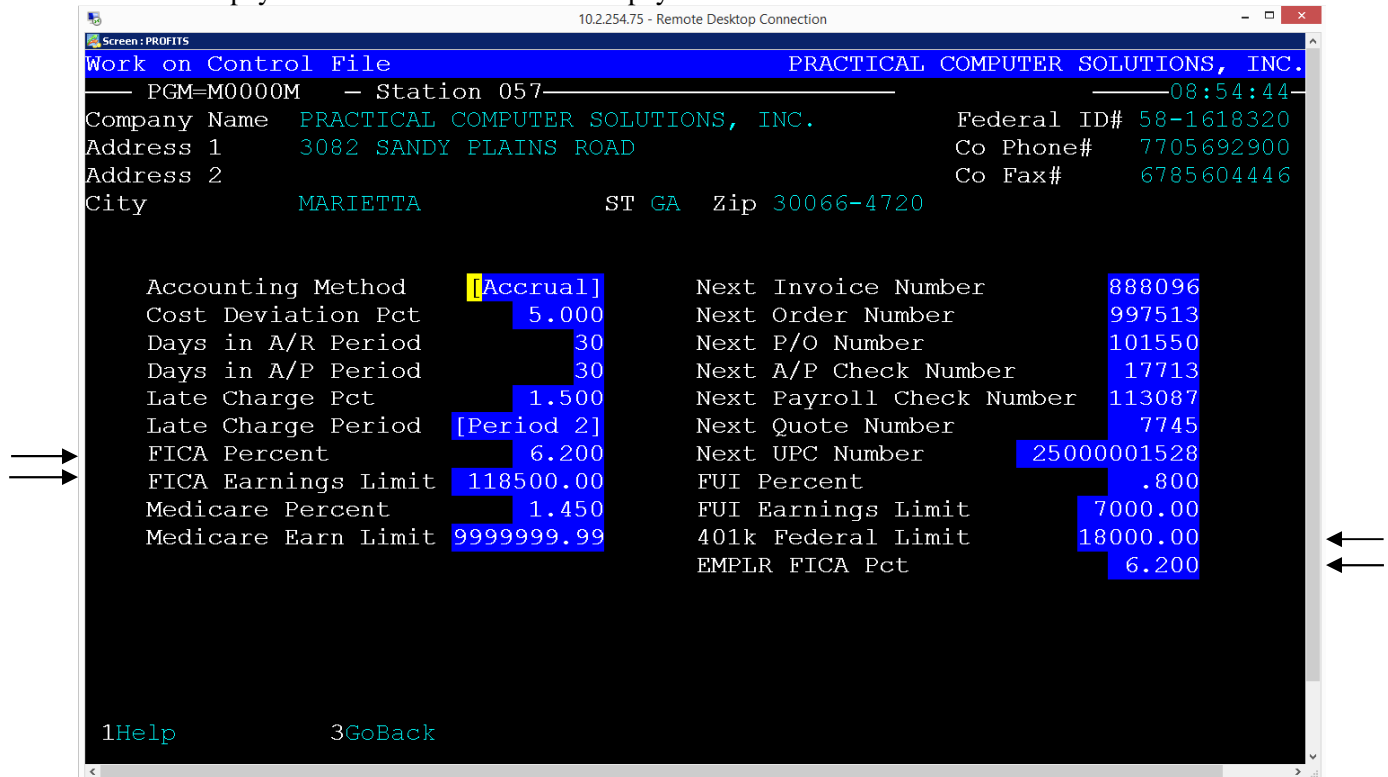


## 2017 Federal Tax Changes

The here are the pre released withholding rates as 12/05/2016 for 2017. Withholding will need to be changed after the last payroll of 2016 is posted and before the first payroll of 2017 is entered. Be sure to review the new circular E when you receive it. Please refer to the pages below for directions on how to change the Profits Federal Tax Tables:

### FICA/401K Limits

Use menu 1.5.1 to set the new FICA Percent, FICA Earnings limit, and 401K limits. You will need to get everyone out of Profits before you can make this change. Press Ctrl-Enter once to get to the screen that appears below. You **MUST** make these changes in ***EVERY COMPANY*** you do payroll in after the last payroll of 2016 and before the 1<sup>st</sup> payroll of 2017 is entered.



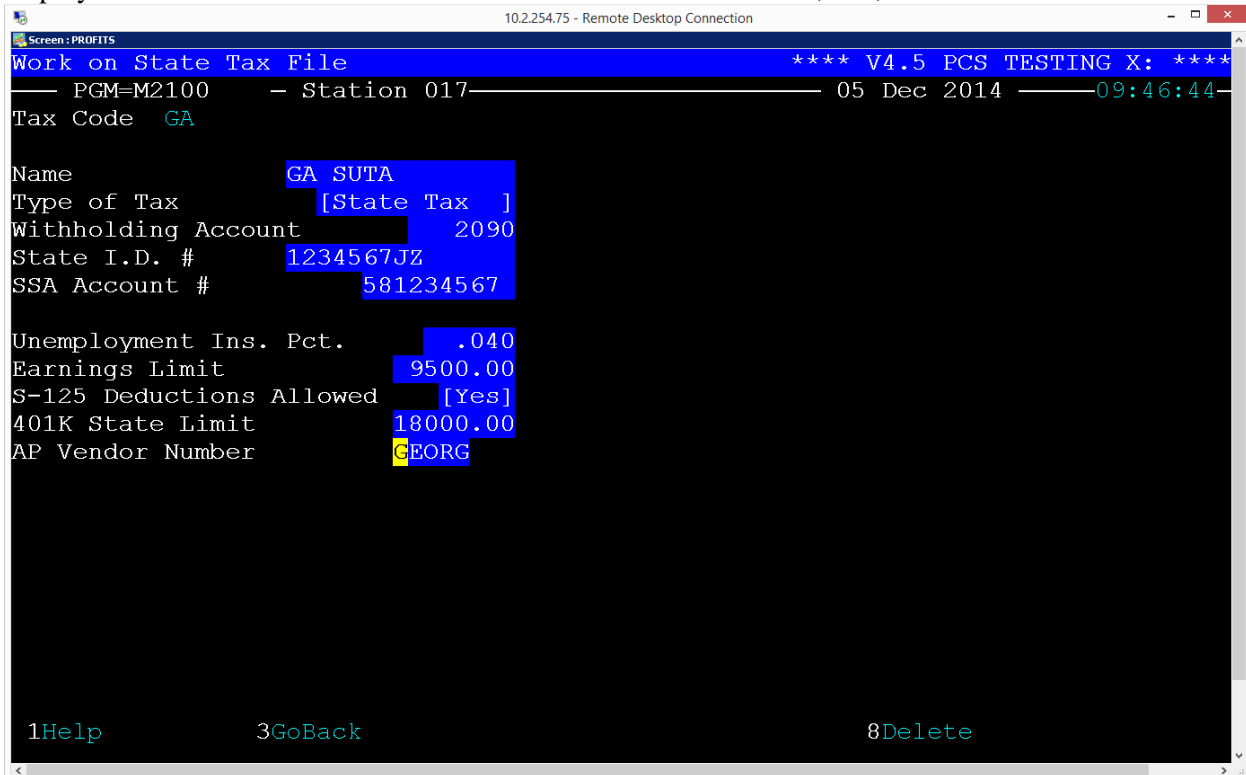
Make sure to verify the FICA Earnings Limit which should be unchanged at \$118500.00 and the 401K Federal Limit which should be \$18,000.00. The FICA Percent needs to be 6.2.

Recap:

- FICA Percent 6.200
- FICA Earnings limit 118500.00
- 401K Federal Limit 18000.00
- Personal Allowance is 4050.00

\*If you are paying any wages over 200,000.00, you will need to manually withhold an additional .9% on any wages paid over the 200K. Please call for help with this.

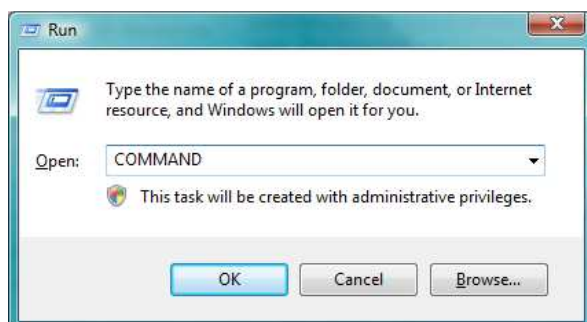
You should then use menu 1.3.3 to change the 401K state limit for EACH state that you have employees in. In most cases this limit is the same as the federal limit, \$18,000.00



## Federal Tax Table Changes

You now need to update the Federal Tax Tables that Profits uses to compute the federal taxes that are withheld from your employees' checks. There isn't a menu option to access this program. Instead it must be started from a DOS window.

To open a DOS window, click on the Start button and then click RUN. This will open a window similar to the one below.



Type COMMAND in the Open: box as show here, and click OK. This should open a new window that looks similar to the one below.



You now need to change to the location of your Profits programs. This would probably be C:\Profits, for a single user system; or G:\Profits for a multi-user system. You do this by typing the drive letter followed by a colon and then press ENTER (i.e. G: ). This should change the prompt to G:\> (or something similar). Then type CD \PROFITS and press ENTER. You should now be at the G:\Profits prompt.

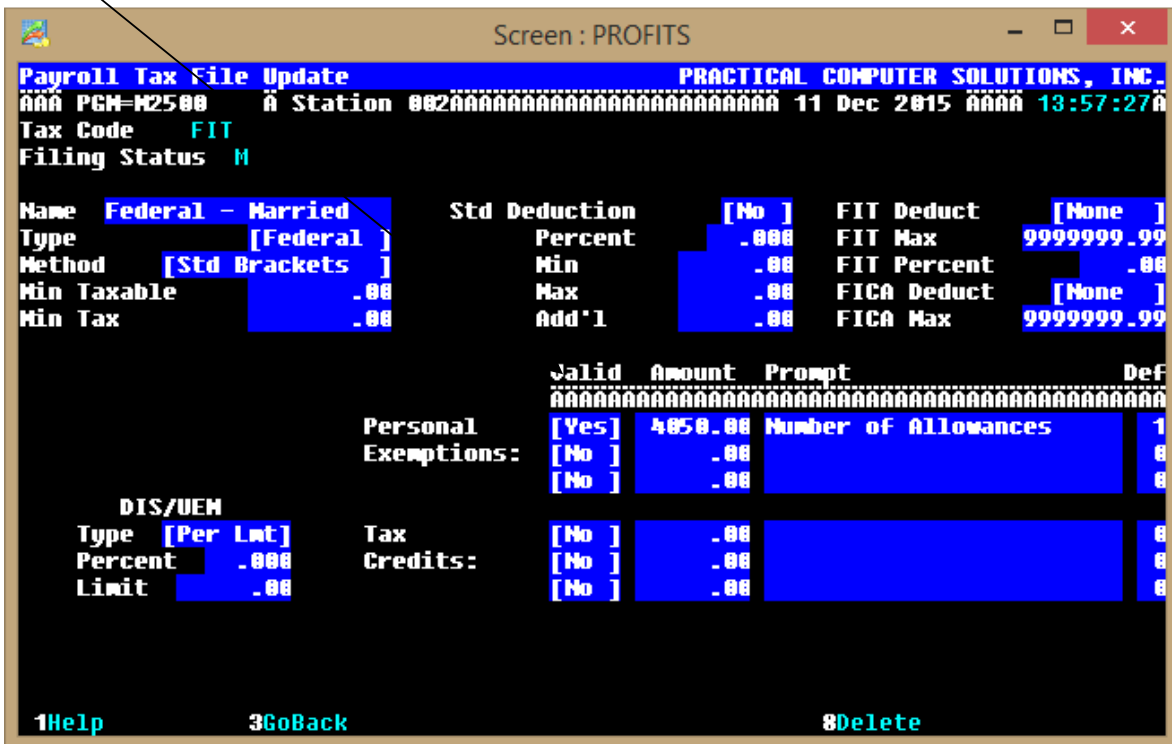
**V4 Users Only**

Type CHAINC M2500 and press ENTER

**V3 User Only**

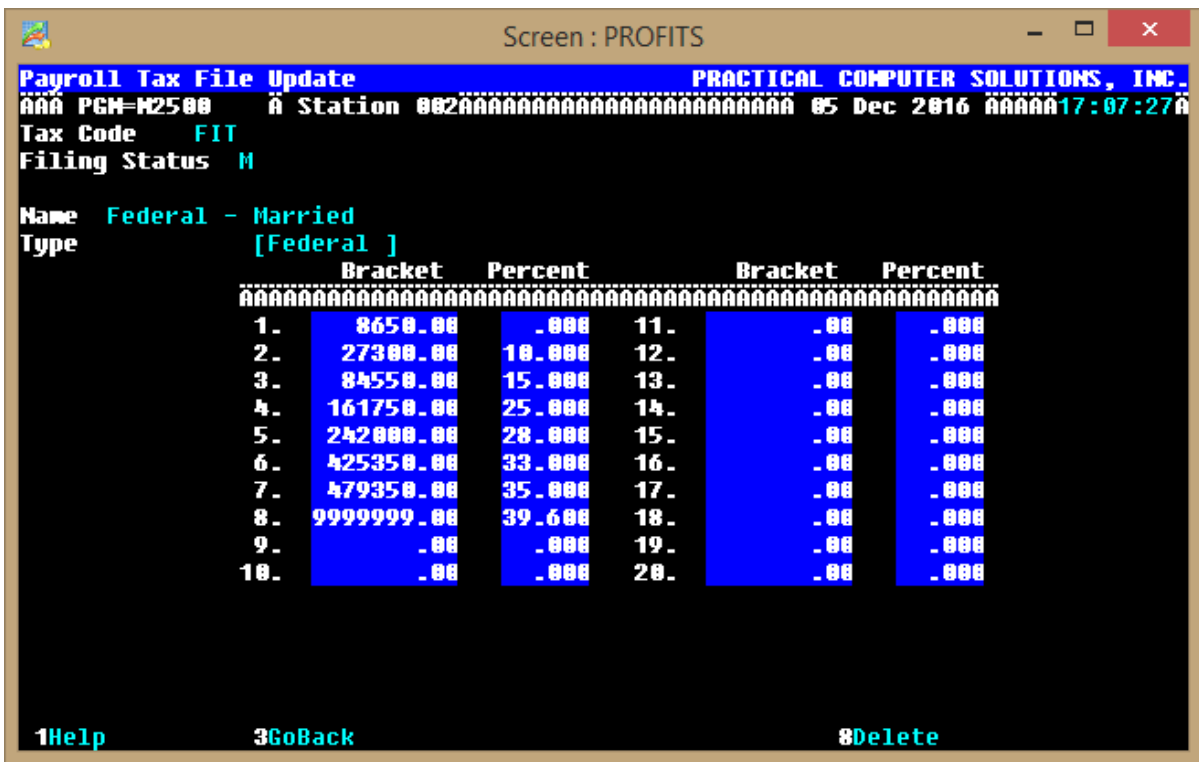
Type PHD M2500 and press ENTER

You should now see the Profits “Payroll Tax File Update” screen. At this point enter FIT for the Tax Code field and M for the Filing Status and press ENTER. On this first screen there is one change that needs to be made which is the Personal Exemption Amount. This field should be changed to \$4050.00 up from 4000.00 in 2015.

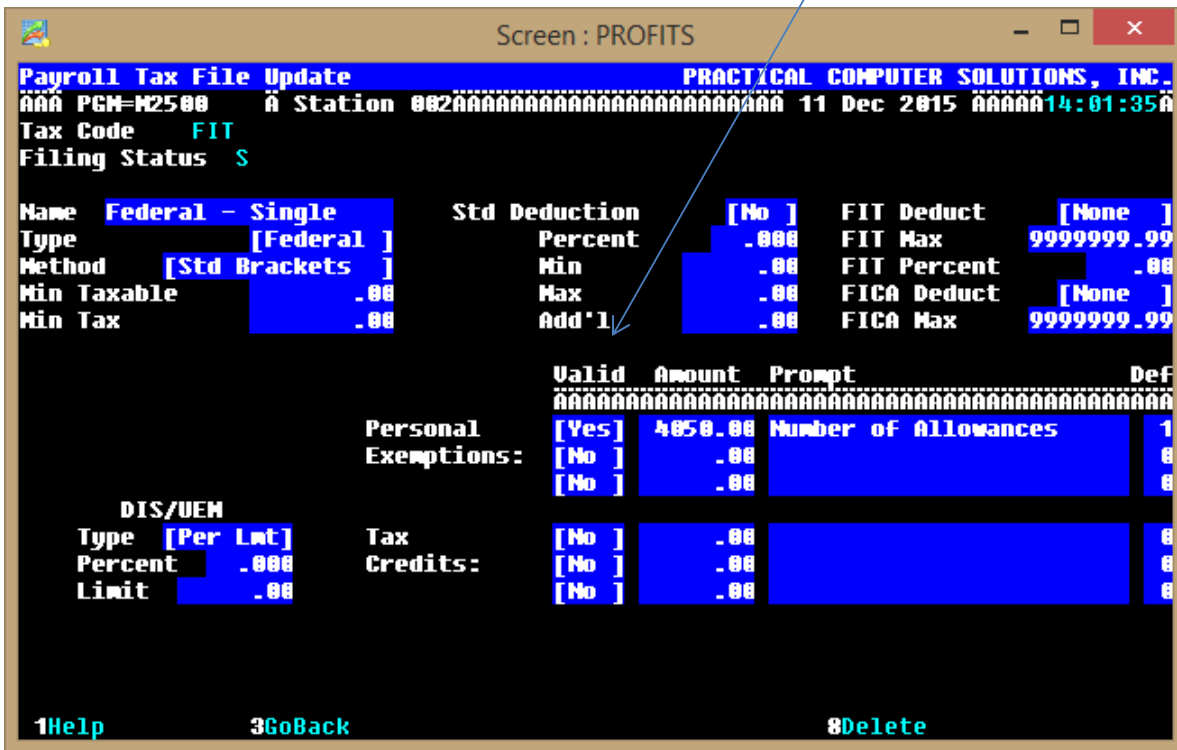


Press CTRL-ENTER to advance to the next screen. Here you will need to update the column labeled Bracket. The new figures are can be found in the circular, publication 15, these are the early release rates for 2016:

\$8,650.00	0.00
\$27,300.00	10.00
\$84,550.00	15.00
\$161,750.00	25.00
\$242,000.00	28.00
\$425,350.00	33.00
\$479,350.00	35.00
\$9,999,999.00	39.60

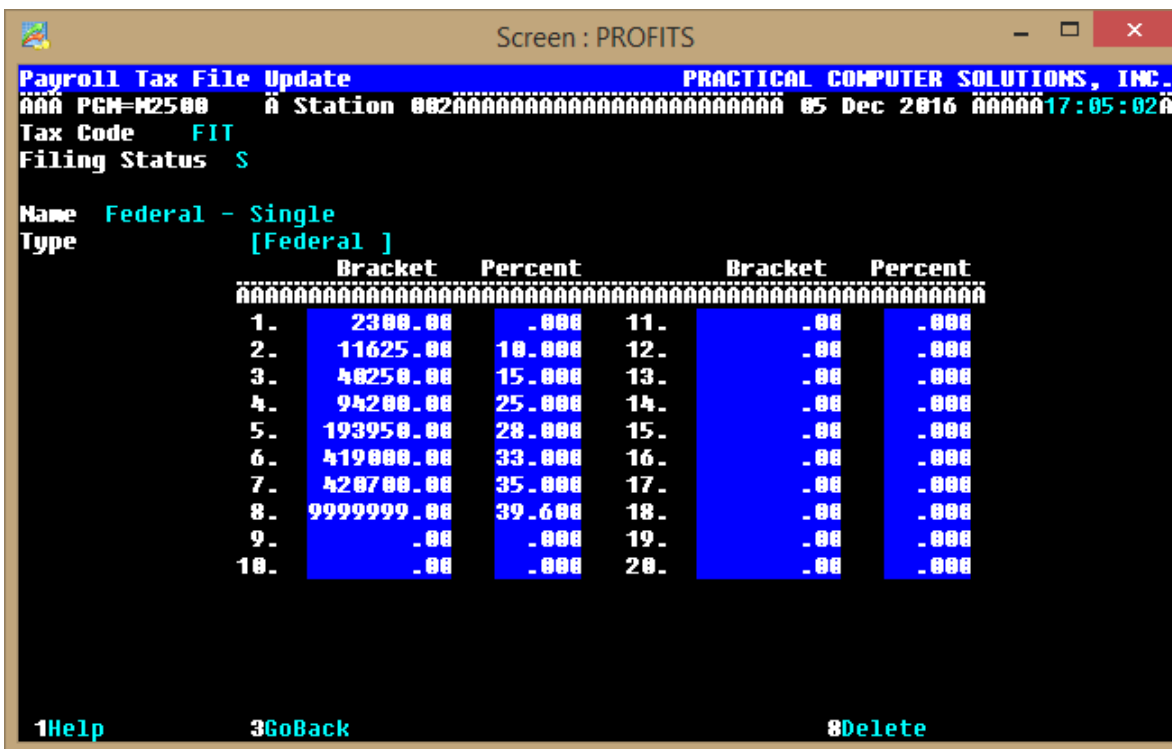


Press CTRL-ENTER to save your changes. You now need to repeat the process for the Federal – Single tax brackets. Enter FIT for the Tax Code field and S for the Filing Status and press CTRL-ENTER. The following screens will be displayed. Again, enter 4050.00 for the Personal Allowances



Refer to Circular E, Publication 15 from the IRS.GOV for the current annual withholding rates for 2016.

\$2,300.00	0.00
\$11,625.00	10.00
\$40,250.00	15.00
\$94,200.00	25.00
\$193,950.00	28.00
\$419,000.00	33.00
\$420,700.00	35.00
\$9,999,999.00	39.60



If you have any questions or problems with making these changes please contact PCS at 770-569-2900 Ext 1 for Support.