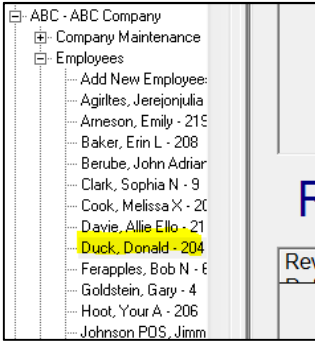


M3 – TAXES TAB

Below are the instructions to update your employees' taxes tab as needed.

1. Login to M3
2. Click on the Employee's name on the left hand "tree"



3. Click on the Taxes tab



4. CHANGE FILING STATUS:

A screenshot of the tax configuration screen for 'FITW - Federal Income Tax'. The screen shows various tax categories and their associated codes. The 'Filing Status' dropdown is set to 'S' and the 'Exemptions' field is set to '0'. The 'Start Date' is '09/10/2010' and the 'End Date' is '12/31/2100'. The 'Primary' checkbox is checked.

| Federal | | | | | |
|--------------------------|-------|-------|-------|------|------|
| FITW S0 | MED | SS | MED-R | SS-R | FUTA |
| State | | | | | |
| MA S1 | ND S0 | tx | | | |
| State Unemployment/Other | | | | | |
| TXAST | TXETT | TXSUI | | | |
| Local | | | | | |
| No Locals | | | | | |

Tax

FITW - Federal Income Tax

| Start Date | End Date | Filing Status | Exemptions | Primary |
|------------|------------|---------------|------------|-------------------------------------|
| 09/10/2010 | 12/31/2100 | S | 0 | <input checked="" type="checkbox"/> |

1. Click on the associated taxes (one at a time) that apply on the top of the screen (i.e. FITW = Federal ALWAYS, and States if applicable).
2. Change the Filing Status or Exemptions below as needed (i.e. S to M if changing from Single to Married)
3. Press F11 on your keyboard to SAVE all changes. The text will no longer be blue.

M3 – TAXES TAB

5. ADD ADDITIONAL TAX:

| | | | | | |
|--------------------------|-------|-------|-------|------|------|
| Federal | | | | | |
| FITW S0 | MED | SS | MED-R | SS-R | FUTA |
| State | | | | | |
| MA S1 | ND S0 | tx | | | |
| State Unemployment/Other | | | | | |
| TXAST | TXETT | TXSUI | | | |
| Local | | | | | |
| No Locals | | | | | |

Tax

FITW - Federal Income Tax

| | | | | |
|------------|------------|---------------|------------|------|
| Start Date | End Date | Filing Status | Exemptions | |
| 09/10/2010 | 12/31/2100 | S | Primary | Addl |
| | | | 0 | 0 |

| | | |
|---|-------------|--------------|
| <input checked="" type="checkbox"/> Primary Tax | % of Gross | Reciprocity |
| | 0.00 | |
| <input type="checkbox"/> Apply Tax Credit | | |
| <input type="checkbox"/> Override Tax Calc | Flat Amount | Percentage |
| | 0.00 | 0.00 |
| | | Supplemental |

- Click on the tax you are wanting to add the additional tax to (i.e. FITW Federal or State).
- Type in an amount in the "Flat Amount" box for an additional \$ amount in addition to the normal tax (most common)
- Type in a % in the "Percentage" box if you would like to add an additional % of tax in addition to normal tax.
- DO NOT click Override Tax Calc. This will make the tax ONLY what is typed in the Flat or Percent fields and you could potentially not withhold enough tax.
- Press F11 on your keyboard to SAVE all changes. The text will no longer be blue.