

# Cougar Mountain Payroll<sup>®</sup> Tax Update

The Payroll Tax Update adds new tax tables or updates existing ones for the federal and all states along with New York City and Yonkers. We strive to keep our tax tables as current as possible. However, to verify that everything is correct, compare your tax table with the annual table in a current tax publication, or contact your account executive at (800) 388-3038.

To add or update a tax table, you must know the drive and directory location of your Cougar Mountain data and program files. We highly recommend you back up your data before beginning the update process. You should also have your last payroll completed for the current year before updating your tax tables (steps 2-10).

The tax updates for Cougar Mountain Payroll are included on the Add-ons CD. The tax updates for Cougar Mountain FUND Payroll are included on the FUND CD. Changes in the tax tables during the year are provided either on the Payroll Tax Update CD or via download from our Customer Service Center site depending on your service agreement. The program determines and installs the appropriate tax update for you.

## Install and Update the Tax Tables

To install and update your Cougar Mountain Payroll tax tables:

1. Log on to the Customer Service Center website (<http://cougarmtnservice.com>), select **Software Updates > Payroll Tax Updates** and, when the Payroll Update page opens, choose to install the **Payroll Tax Update Utility**.  
- or -  
Place the Add-ons or FUND Payroll Tax Update CD in the computer drive. If the CD doesn't automatically run, select **My Computer**, right-click on the CD-ROM drive, and select **Autoplay**. Select **Install Payroll Tax Update Utility** from the menu of available installations, and follow the on-screen instructions.

**NOTE:** If you have completed your last payroll processing for the current year, continue with the following steps. Otherwise, wait to complete the remaining steps until after you complete your last payroll to ensure the current year's tax tables are used.

2. When the installation is complete, select **Start > All Programs > Cougar Mountain Software > Payroll Tax Update Utility**. For FUND users, select **FUND Payroll Tax Update Utility** from the menu.  
The **CMS Payroll Tax Update Utility** window appears.
3. Select the Company/Organization you want to update.
4. You can update or add only one tax table at a time. Select the desired type of tax table to update or add. Your choices are, **Federal, State, or Local**.
5. Select the Source Tax Table. This is the updated tax table that you installed from the CD or Customer Service Center website.
6. Select a Destination Tax Table or add a new tax table by typing a name for the new table.
7. To overwrite an existing tax table, make sure the **Automatically overwrite existing tax codes** check box is checked (this is the default).
8. If you are updating the state or local tax tables, you need to check or uncheck the **Update Withholding and Deduction Information Only** check box. If you check this check box, any information you have entered in your State Unemployment Taxes (SUTA) will be left unchanged. If you uncheck this check box, your SUTA percentages and amounts will be changed to zero.
9. Select the **Update** button to complete this update.
10. Repeat steps 2-9 for each tax table you want to update or add. When you are done updating or adding your tax tables, click **Cancel** to exit this window.

Once you complete the update process, in the Payroll module you can verify that the tax tables are updated by selecting **Options > Codes > Tax Tables** from the menu bar.