

Cougar Mountain Payroll[®] Tax Update

Now that you have completed the first step of the Payroll Tax Table update process, you are ready to continue to the second step. During this second step, you will update the federal, state, and/or local tax tables in Cougar Mountain.

It is crucial that you do not complete the second step of the update process until after you do your last payroll for the current year. If you have completed your last payroll, then continue with the instructions in this reference. Otherwise, wait to complete this part of the process until after you do your last payroll to ensure the current year's tax tables are used.

We recommend that you back up your data before beginning this next step in the update process. The instructions in this reference are the same as those in the *Payroll Tax Update Utility Guide* that you might have printed at the beginning of the update process.

To update your Cougar Mountain Payroll tax tables:

1. 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.
2. Select the Company/Organization you want to update.
3. 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**.
4. Select the Source Tax Table. This is the updated tax table that you installed from the CD or Customer Service Center website.
5. Select a Destination Tax Table or add a new tax table by typing a name for the new table.
6. To overwrite an existing tax table, make sure the **Automatically overwrite existing tax codes** check box is checked (this is the default).
7. 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.
8. Select the **Update** button to complete this update.
9. Repeat these steps 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 or added by selecting **Options > Codes > Tax Tables** from the menu bar.