

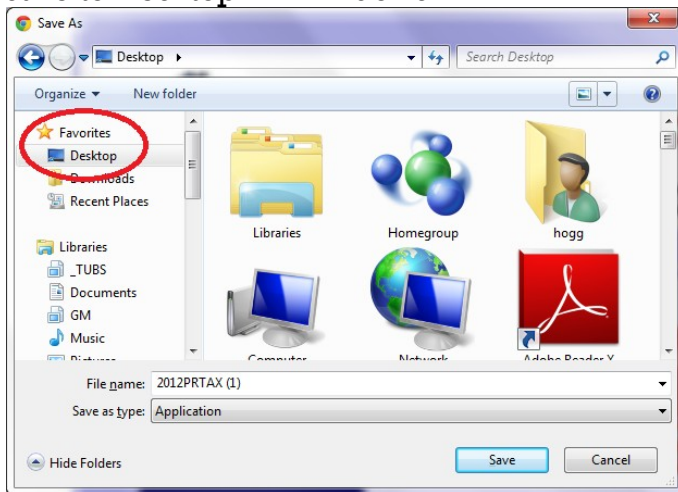
# Instructions to Install the 2012 Payroll Tax Tables

1. Make a backup (TCOPY) and send to us at [support@townhallinc.com](mailto:support@townhallinc.com). Remember to put the name of your municipality in the subject line. Be sure you close out of MARGE prior to installing update.
2. Go to the Customer Care Access area of the website: <http://www.townhallinc.com>



3. Go to the 2012 Payroll Tax Update area and download the file – save it to your desktop or run it from the website:

“Save to Desktop” in Windows 7:



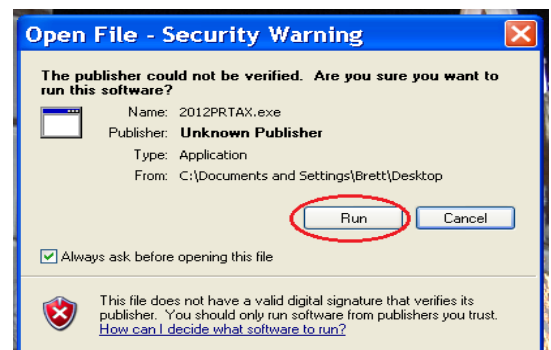
“Save to Desktop” in XP:



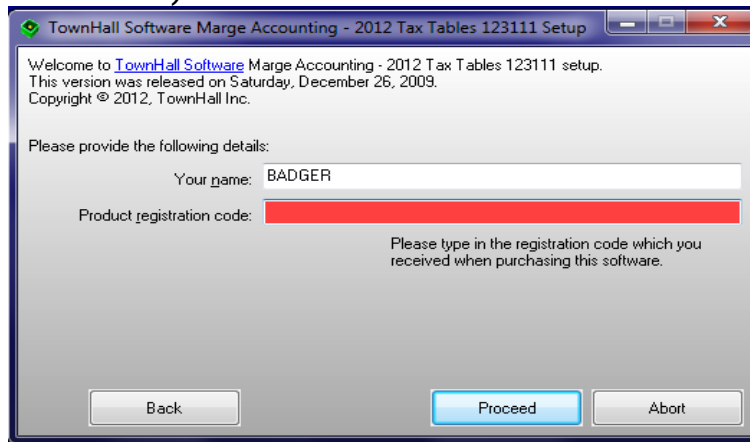
4. Locate the green box icon on your desktop and **double-click on it to run it.**



5. If the window pops up and tell you about an “unknown publisher” (this is just Windows telling you it's not a Microsoft product) – click YES.



6. A blue screen will come up and you will select the “No Questions Asked” Installation.
7. When prompted – enter your NAME (municipality name) and CODE (as provided by TownHall Software via email).



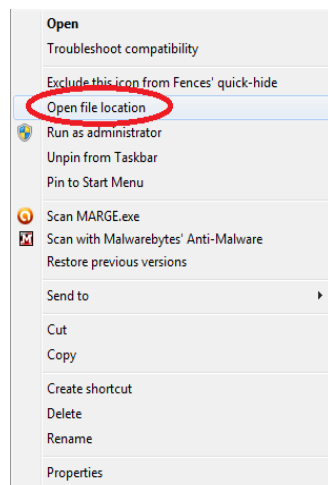
8. Once you have finished running the installation file, you will see a new icon on your desktop labeled TAXES.



9. RIGHT-click on the TAXES icon, and select COPY.
10. Now, locate your MARGE icon and RIGHT-click on it.

**Windows 7 instructions for Step 10.**

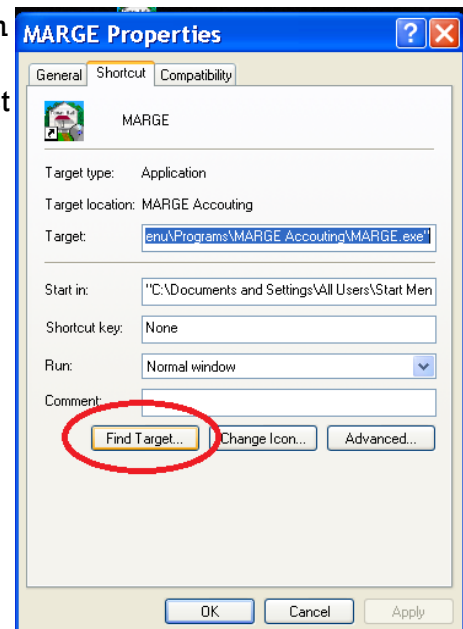
RIGHT-click on your Icon, then click on “Open File Location”



**Windows XP instructions for Step 10.**

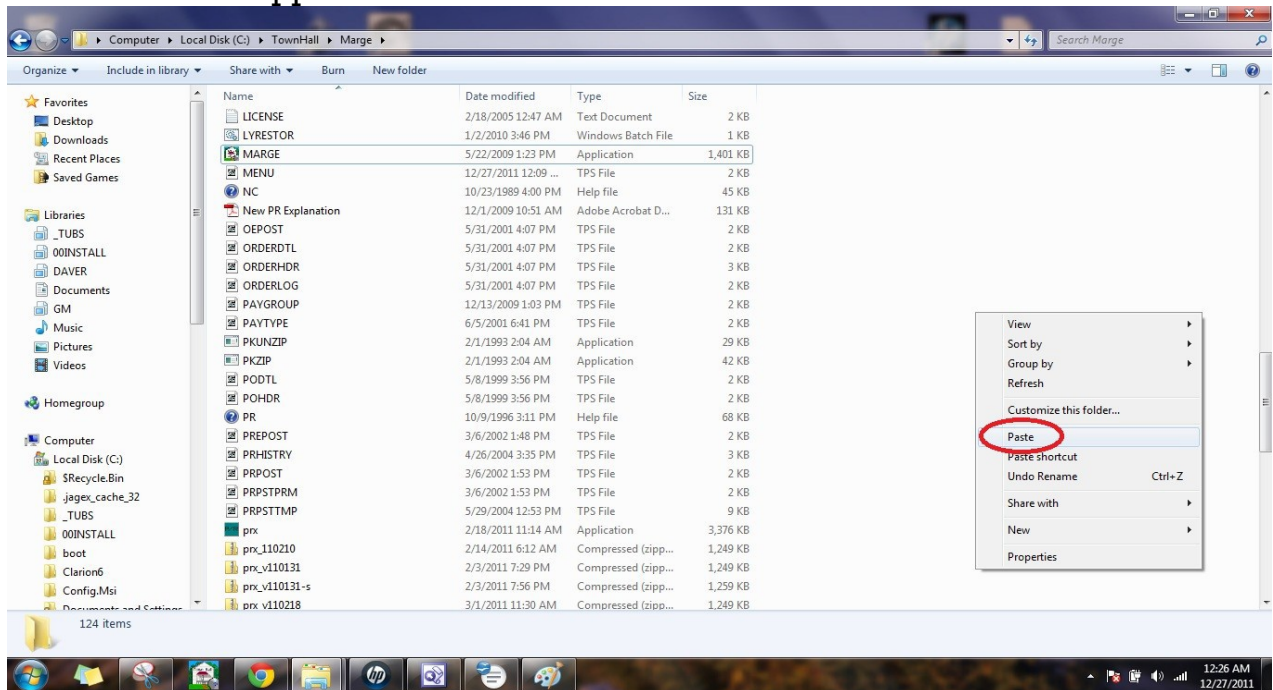
RIGHT-click on your MARGE icon and select “Properties”.

Then select “Find Target”

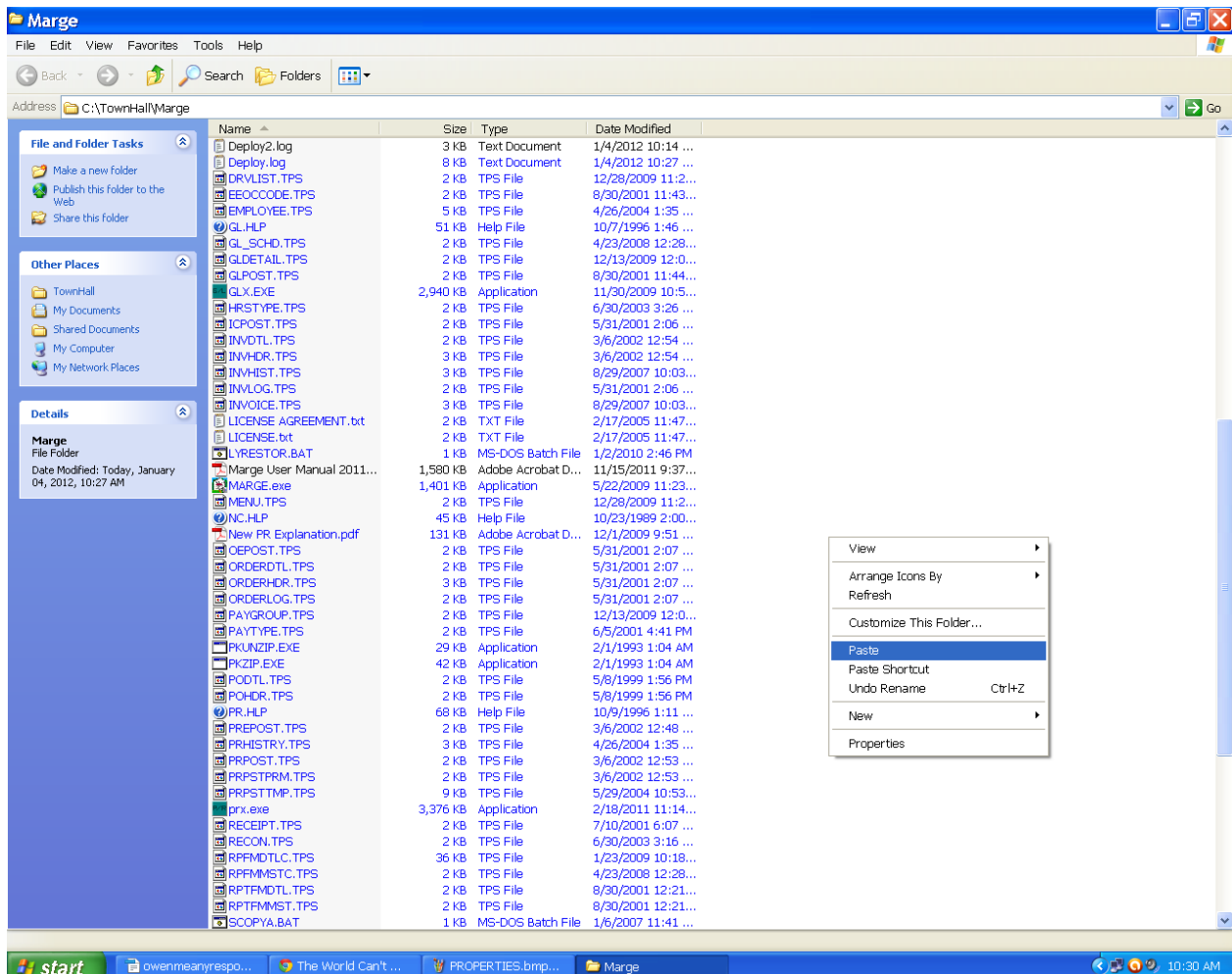


11. Once you do so, a window will come up with your MARGE file open. Click on any white space on the right side of the screen, then RIGHT-click and select "PASTE".

Windows 7 screen will appear like this:

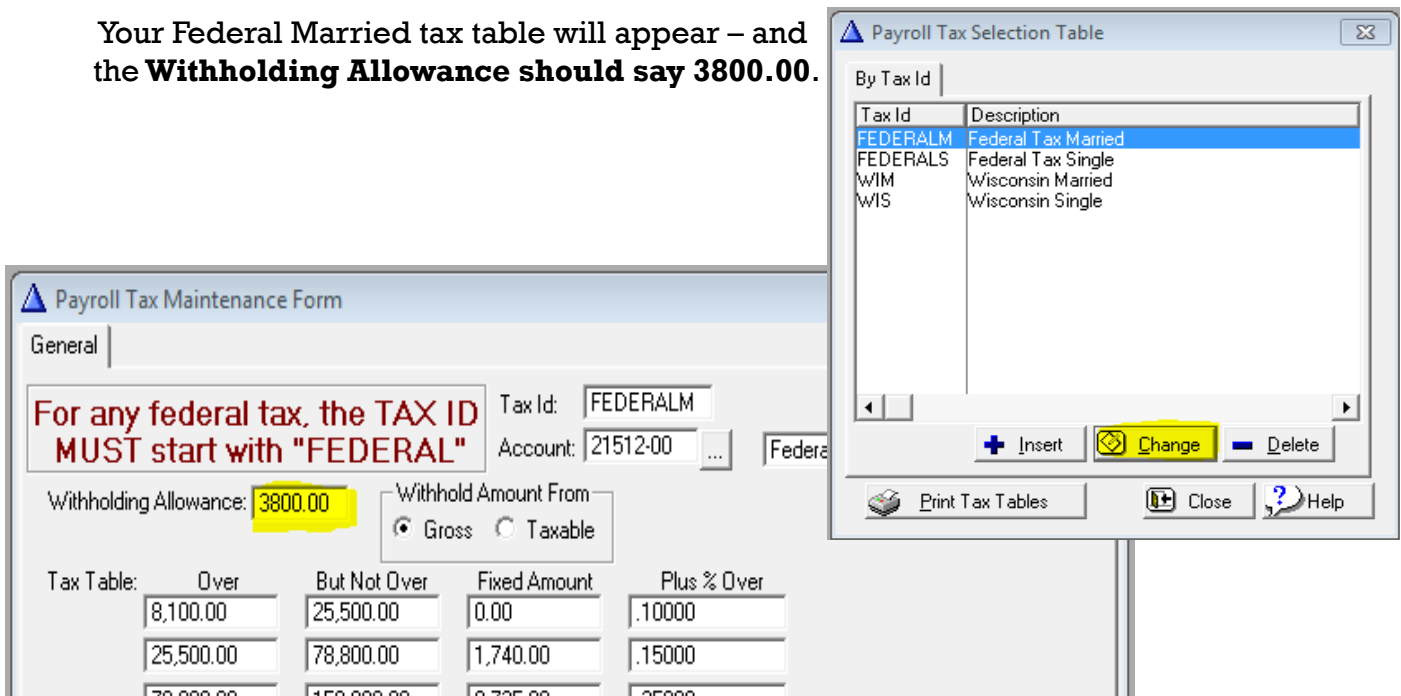


Windows XP screen will appear like this:



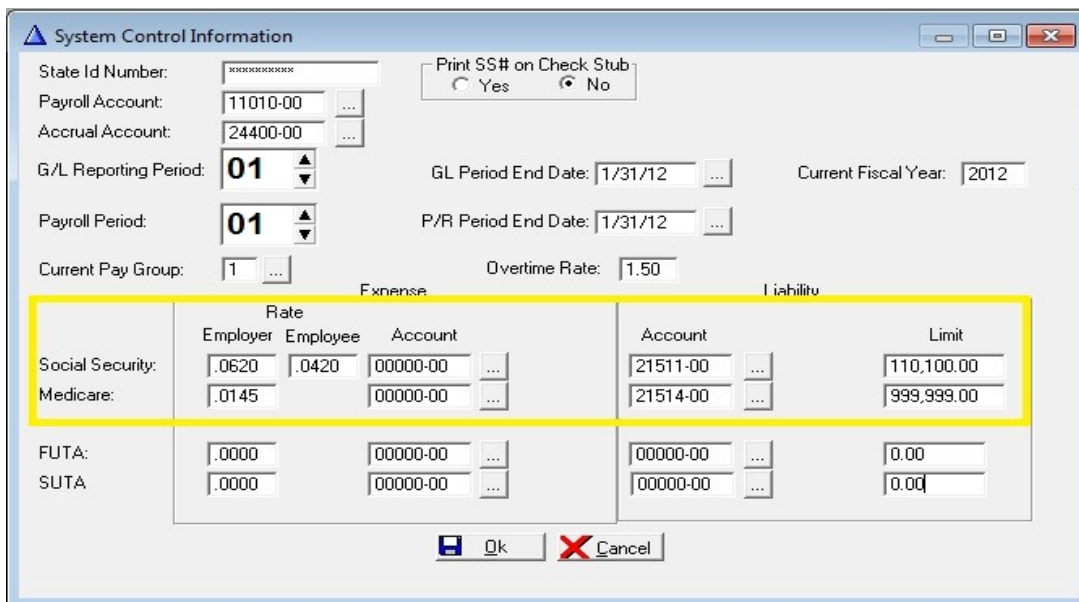
- You will be prompted that this file already exists – is it okay to write over it. YES you want to write over the old file with the new one.
- Now go into **Marge > Payroll** and select “**Maintenance**” from the Menu at the top. Then select, “Tax Tables”. If you highlight “FEDERALM” and then click on the “Change” button.

Your Federal Married tax table will appear – and the **Withholding Allowance** should say **3800.00**.



(You will know immediately if it didn't work, because last year's withholding allowance was 3700.00. If this is the case – please let us know.)

- Click Cancel to exit that area. But stay in Payroll. Click on **Maintenance**, then **System Information**.
- Be sure to enter your Social Security Withholding to the following:



**DONE!**