



## 2012 Payroll Instructions & Tax Table Supporting Documentation

### 2012 Payroll Instructions

**AFTER the LAST payroll for 2011 and BEFORE the FIRST payroll of 2012, you will need to do the following:**

- Send a TCOPY (Backup) – Be sure to put your municipality name in the subject line.
- Close your Payroll according to the *TownHall Software Year-End Instructions for 2011*.
- Load your Payroll Update via the website instructions.
- Update your Social Security withholding (see below).
- Create and Send another TCOPY.

### FICA (Social Security) And Medicare Withholding

Congress passed the current rates for FICA withholding to remain the same for 60 days. Through February 29, 2012 – the FICA withholding rates will be **6.2%** for the Employer Contribution and **4.2%** for the Employee Deduction. The maximum salary amount for FICA has increased to **\$110,100**. Medicare remains the same at 1.45%.

Update your Social Security withholding – go to **Payroll > System Maintenance** and then change the numbers to reflect the following (likely, you will only need to change the “**Limit**” field):

The screenshot shows the 'System Control Information' window with the following fields and values:

- State Id Number: [\*\*\*\*\*]
- Payroll Account: [11010-00]
- Accrual Account: [24400-00]
- G/L Reporting Period: [01]
- Payroll Period: [01]
- Current Pay Group: [1]
- Print SS# on Check Stub:  Yes  No
- GL Period End Date: [1/31/12]
- P/R Period End Date: [1/31/12]
- Current Fiscal Year: [2012]
- Overtime Rate: [1.50]

	Expense			Liability	
	Rate	Rate	Account	Account	Limit
Social Security:	[.0620]	[.0420]	[00000-00]	[21511-00]	[110,100.00]
Medicare:	[.0145]		[00000-00]	[21514-00]	[999,999.00]
FUTA:	[.0000]		[00000-00]	[00000-00]	[0.00]
SUTA:	[.0000]		[00000-00]	[00000-00]	[0.00]

Buttons: [Ok] [Cancel]

## 2012 Federal Withholding

IRS DOCUMENT: <http://www.irs.gov/pub/irs-pdf/n1036.pdf>

Withholding Allowance: \$3800.00

(a) SINGLE person (including head of household) —				(b) MARRIED person —			
If the amount of wages (after subtracting withholding allowances) is:				If the amount of wages (after subtracting withholding allowances) is:			
The amount of income tax to withhold is:				The amount of income tax to withhold is:			
Not over \$2,150 . . . . . \$0				Not over \$8,100 . . . . . \$0			
Over —	But not over —		of excess over —	Over —	But not over —		of excess over —
\$2,150	—\$10,850	. . . \$0.00 plus 10%	—\$2,150	\$8,100	—\$25,500	. . . \$0.00 plus 10%	—\$8,100
\$10,850	—\$37,500	. . . \$870.00 plus 15%	—\$10,850	\$25,500	—\$78,800	. . . \$1,740.00 plus 15%	—\$25,500
\$37,500	—\$87,800	. . . \$4,867.50 plus 25%	—\$37,500	\$78,800	—\$150,800	. . . \$9,735.00 plus 25%	—\$78,800
\$87,800	—\$180,800	. . . \$17,442.50 plus 28%	—\$87,800	\$150,800	—\$225,550	. . . \$27,735.00 plus 28%	—\$150,800
\$180,800	—\$390,500	. . . \$43,482.50 plus 33%	—\$180,800	\$225,550	—\$396,450	. . . \$48,665.00 plus 33%	—\$225,550
\$390,500 . . . . .		\$112,683.50 plus 35%	—\$390,500	\$396,450 . . . . .		\$105,062.00 plus 35%	—\$396,450

## 2012 State Withholding

Wisconsin 2012 rates will be the same as 2011:

### CURRENT WITHHOLDING TAX RATES TO APPLY FOR 2012

The current withholding tax rates will continue for 2012. The current rates are found in Publication W-166, *Wisconsin Employer's Withholding Tax Guide*, for payroll periods beginning on or after October 1, 2009.

The document referenced above can be found here: <http://www.revenue.wi.gov/pubs/pb166.pdf>