

MacBusiness Payroll tax rate changes for 1 October 2008

MacBusiness Payroll enables you to change tax rates for 1 October 2008 yourself by following the simple instructions listed below. NO SOFTWARE UPDATE IS REQUIRED.

The changes required are: a decrease in the lowest level tax rate, and an increase in the income thresholds for the various tax rates.

This means changing six numbers in Payroll.

The changes need to be applied AFTER the last pay run for September 2008 tax year has been posted, and BEFORE the first pay run for October 2008 is printed. The best time for this change is before you load your first pay run with a period ending date in October.

1. Launch PAYROLL using the more powerful of your two passwords (the one starting with "S", or your own password if you have changed it)

2. Click the **Setup** button, then **Preferences**

(If you don't see a Setup button on the main menu you are using an obsolete version of Payroll. Contact us regarding an upgrade.)

3. Click the **Tax / ACC / KiwiSvr** tab

Starting with the column headed **Tax Rates – M**

In the field labelled **Tax Rate 1** enter **12.5** (replacing 15)

In the field labelled **Tax Level 1** enter **14000** (replacing 9,500)

In the field labelled **Tax Level 2** enter **40000** (replacing 38,000)

In the field labelled **Tax Level 3** enter **70000** (replacing 60,000)

Then in the column headed **Tax Rates – M L**

In the field labelled **Rebate Rate 1** enter **12.5** (replacing 15)

In the field labelled **Rebate Level 1** enter **5824** (replacing 4,853)

You can now go ahead and process your first October pay run.