

# 2017 Tax Table Update

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This update will need to be completed prior to the first Payroll for 2017.

## Download the Tax Table and Extract It

Click on the Download link:



The screen below will come up.

### Enter Your Customer Information

Customer Name

Customer Number \*

Email \*

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To speed up the process for future years, please let us know which states you are needing to download for tax tables.

States

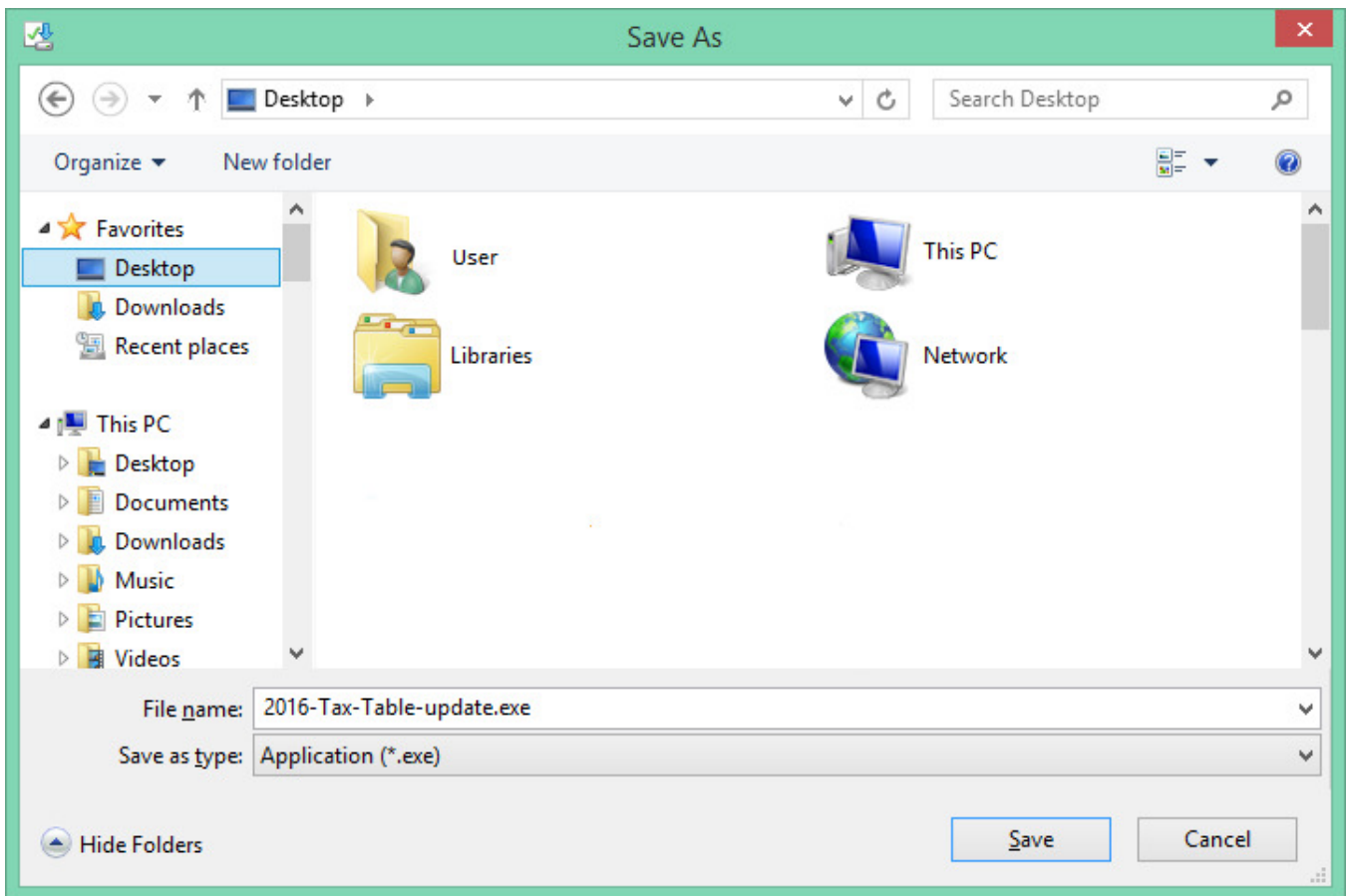
Fill in your Customer Name, Number and Email Address.

Additionally please enter the states for which you need Tax Tables, example: ND, MN

Then Click Submit and you should see a prompt show up at the bottom of the screen to download the file.

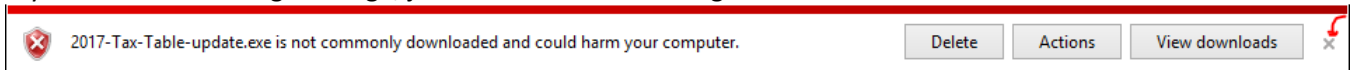


Click Save As:



Choose the Desktop  
Then Click Save.

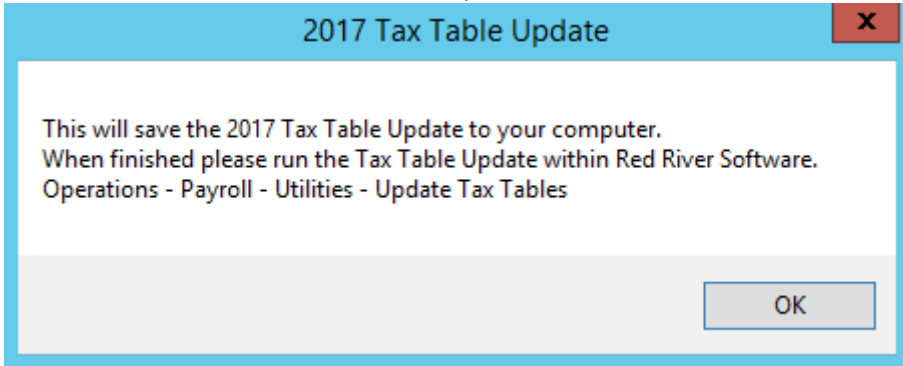
If you see the following message, just click the "X" on the right side to close it



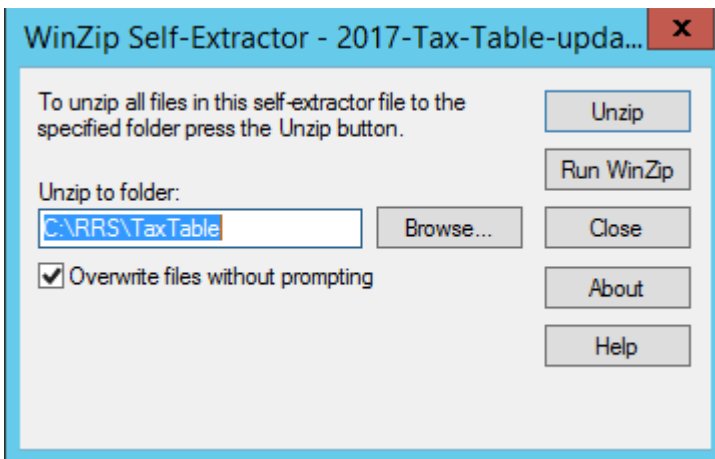
This will save the file on your desktop as shown below:



Double click the icon 2016 Tax Table Update.exe



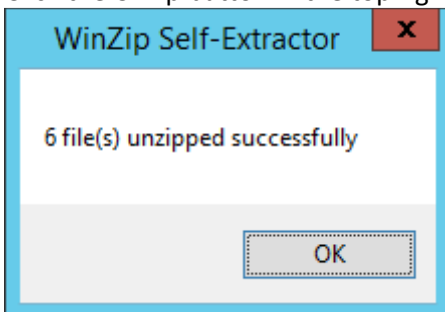
Read the message and click Ok.



In the field "Unzip to folder:" – Verify that is where the RRS folder is located on your system. If not change the path to where the RRS folder is located on your system.

For Example if it is on the F: drive then change the path to F:\RRS\TAXTABLE  
Write the path down if you have changed it.

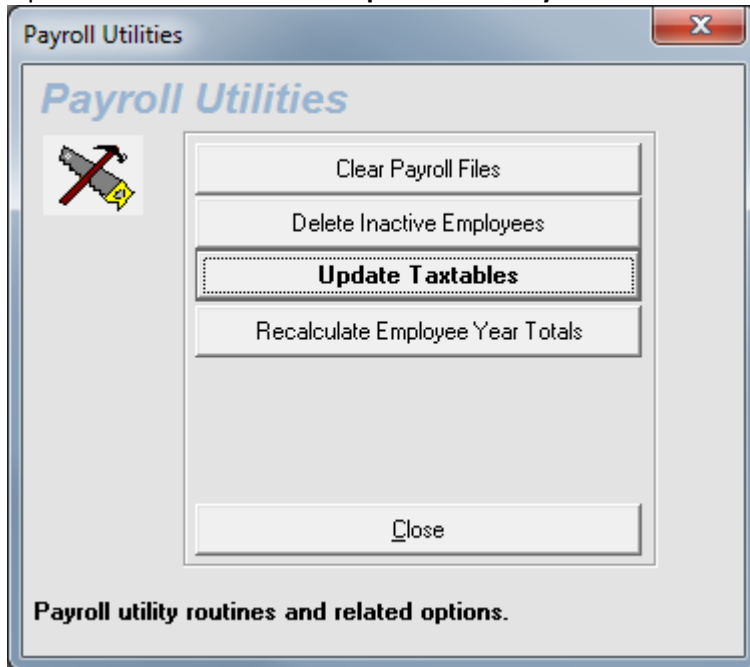
Click the Unzip button in the top right.



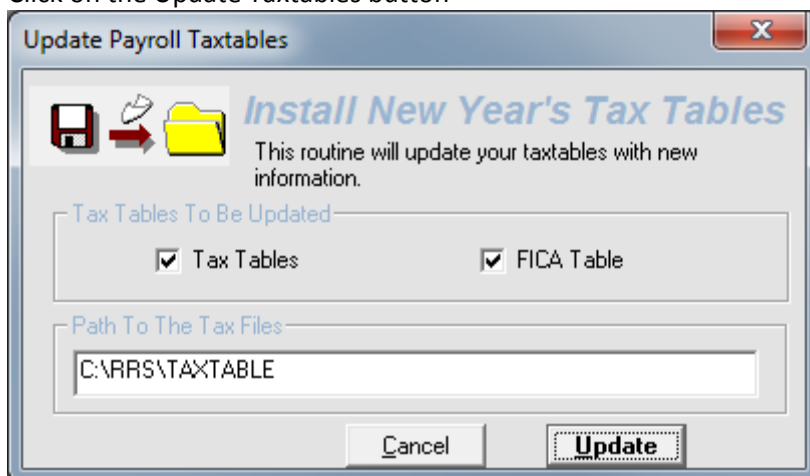
Click Ok and click the Close button on the WinZip Self Extractor window.

## Update within Red River

Open Red River and click on **Operations – Payroll – Utilities**

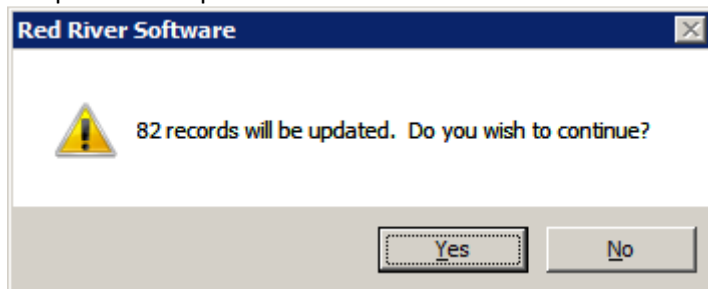


Click on the Update Taxtables button

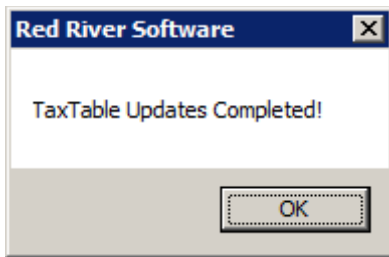


In the Path to the Tax Files, type in C:\RRS\TAXTABLE as shown above.

**Note:** If the path was changed during the Unzip process, please enter the path that you used / wrote down in the previous steps.



Click Yes



Click Ok

Note:

If you have more than one company with Payroll installed, you will need to do the steps, beginning with the “Update within Red River”, for each company. After completing these steps the icon on your desktop may be deleted.

To verify that the update completed successfully, you can look at:

Setup – Payroll – FICA Information

AND

Setup – Payroll – Tax Tables

Then verify with the following document:

<http://www.redriversoftware.com/wp-content/uploads/2017TaxTable.pdf>