



It is recommended that the Tax Table update is completed soon.

[Download the Tax Table and Extract It](#)

From our home page: [www.redriversoftware.com](http://www.redriversoftware.com)

Click the Resources drop down at the top of the page and select **Manuals and Downloads**.

Scroll down to the Red River Tax Table Update section, which will look like this.

### Red River Tax Table Update

CURRENT YEAR 2023

**As of February 1st, 2023, tax tables have been updated.**

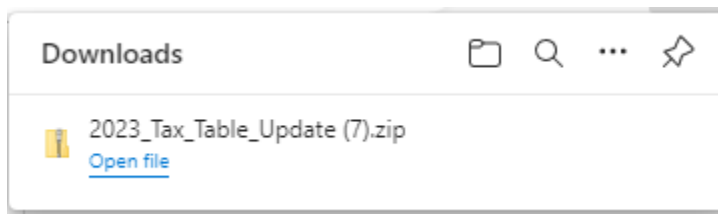
To perform this update you must be running the most current update (noted above). *Reminder:* When performing the update, verify that no one will be entering payroll.

- [Tax Table Instructions](#)
- [Verify Tax Tables](#)

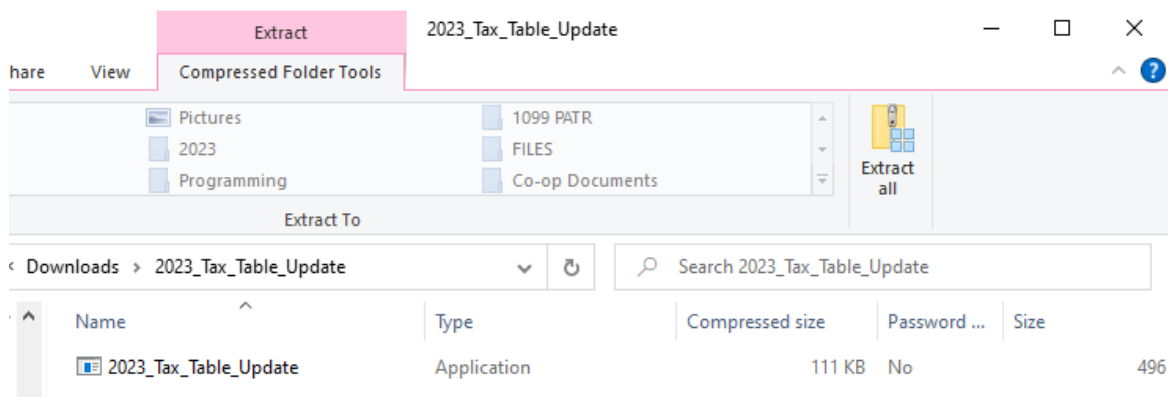
A red rectangular button with rounded corners containing the text "Tax Table Update" in white.

Click the Tax Table update button to begin the download.

**NOTE:** This may look different for you depending on the internet browser you use.



Click on Open file.

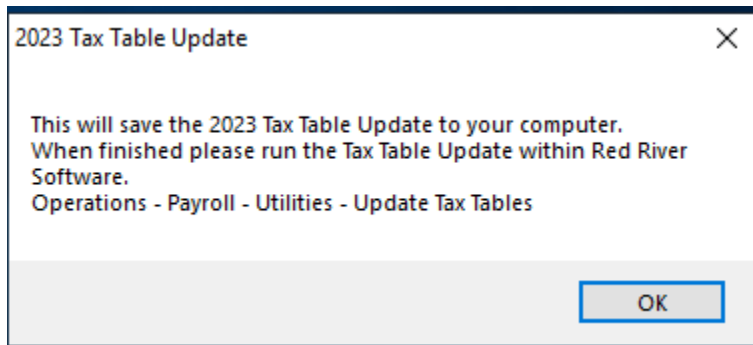


The Tax Table Update will save to the Download folder on your computer.

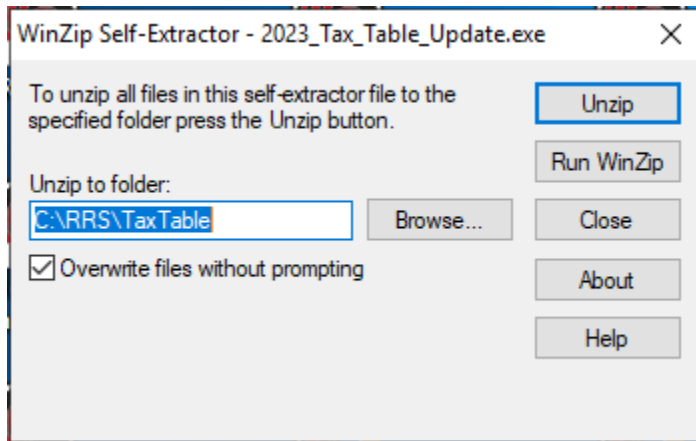
**NOTE: This file will need to be on the local drive that the Red River Software application is located on.**

For example, if Red River Software is on the F:Drive, you will need to move the Tax Table Update to the same drive.

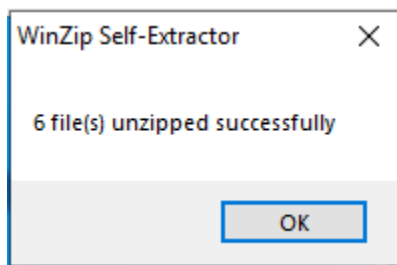
Double Click on the 2023\_Tax\_Table Update. This screen will appear:



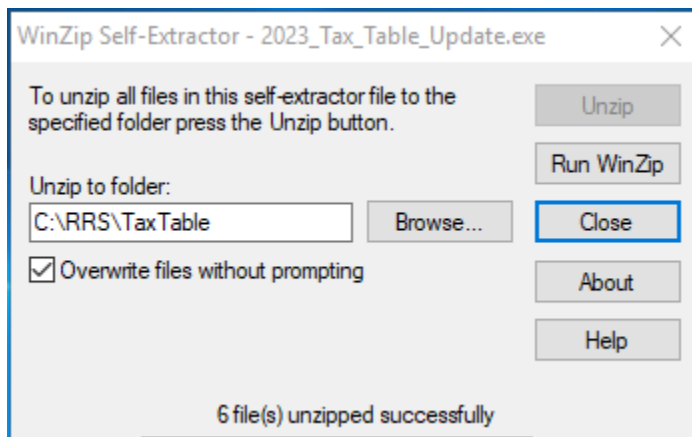
Click OK



Click Unzip.



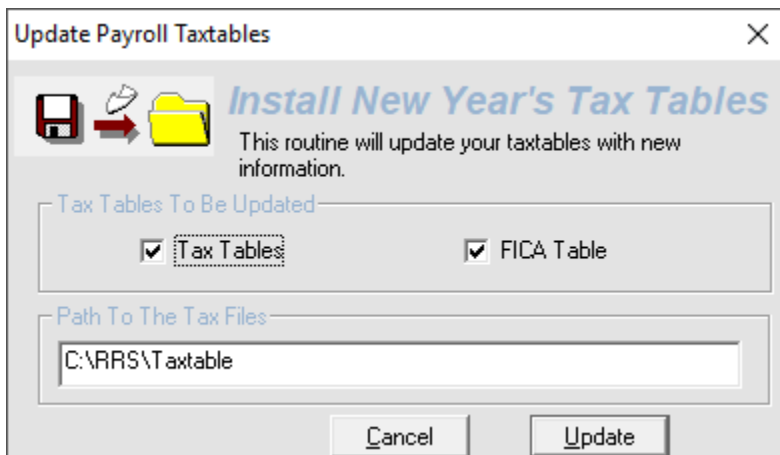
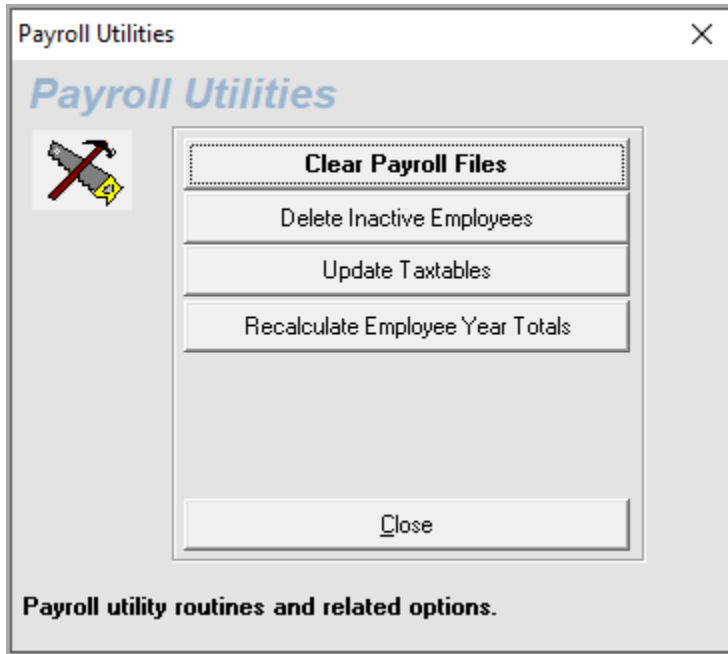
Click OK



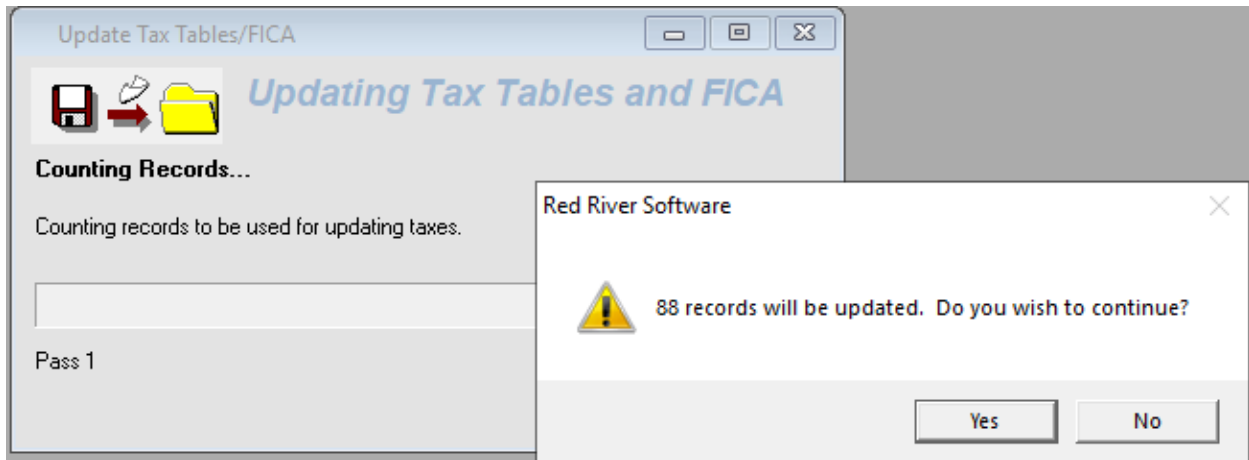
Click Close. The 2023 tables are now of your computer.

In RRS. Using Top Tool Bar. Operations, Payroll, Utilities

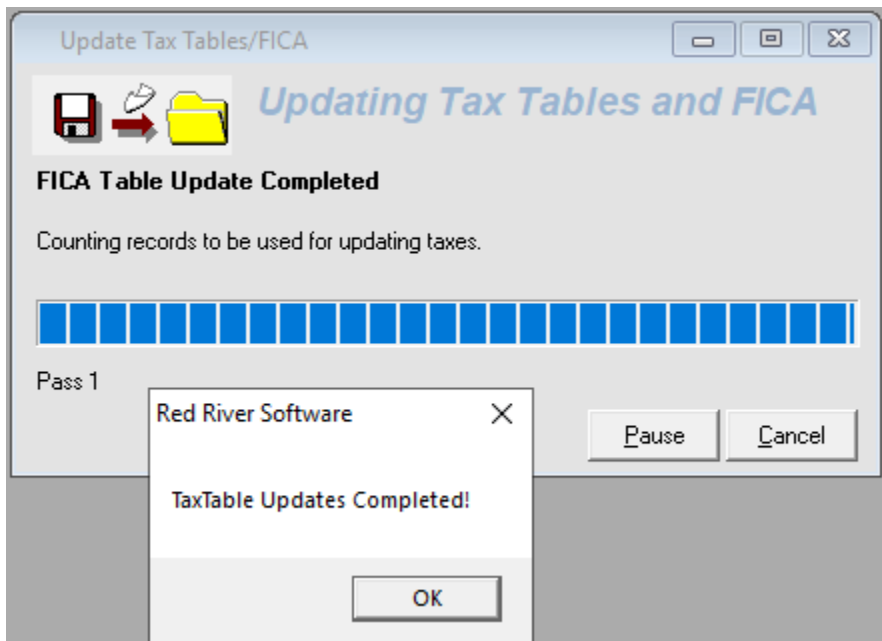
Click on Update Tax Tables.



Click Update.



**xx records will be updated (yours may be different).** Do you wish to continue? **Yes**



**OK** closes the Window back to the Payroll Utilities menu. **Close.**

NOTE: Be sure to double check that everything updated properly by going to: Setup, Payroll, FICA Information. Do not press any keys or change any information in this screen. Click Cancel or the red X in the top right to close out. The document Verify Tax Tables is on the website for comparisons.

If you have need assistance with the tax table update, please contact your IT tech or RRS Support team.