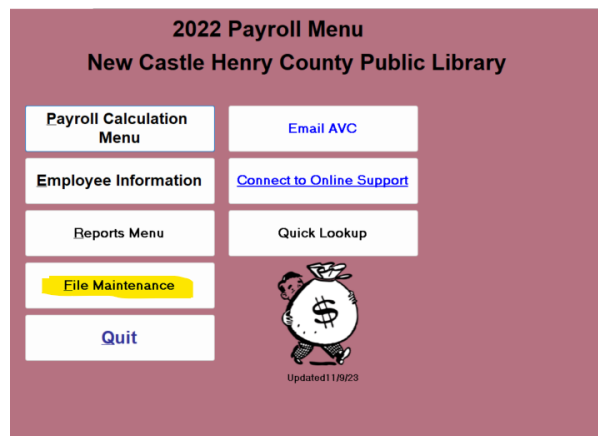


How To Change your State Tax Rate

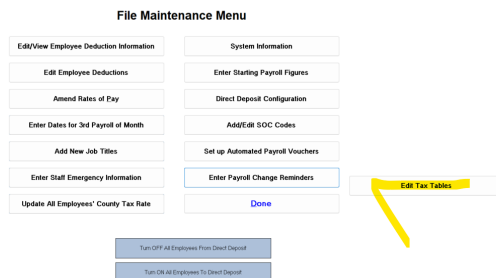
AVC has just been made aware (even though we scoured the document) that the state tax rate changed by .1 this year.

If you have already had your 2024 software installed you will need to go in and change that. Luckily for all it is an easy fix. If you have trouble or are uncomfortable with making the change please email accounting@avctechcorp.com and we will call you.

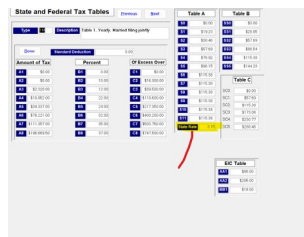
In the 2024 payroll program click on file maintenance



Then click Edit Tax tables



Change the State Tax rate from 3.15 to 3.05



Click Next and change it for each tax table. (7 times until you get to a blank screen.

[illegible]

State and Federal Tax Tables

Options Quit

Form

Personal Information

Name: [] Address: [] City: []

Tax Information

Tax Year	Tax Rate	Tax Amount
2010	10.00%	\$100.00
2010	12.50%	\$125.00
2010	15.00%	\$150.00
2010	17.50%	\$175.00
2010	20.00%	\$200.00

Total Tax: \$100.00

Print Quit

You have now changed the tax rate. If you have already run a payroll, that's OK; it will adjust in the end.

Let us know if you have any questions. 317-225-4609.