

## How Do I Update My North Carolina Tax Tables?

**Please note:** North Carolina changed from a traditional bracket type tax table calculation in 2013 to a flat percentage method for 2014. Existing NC State tax tables will need to be updated to the new format and assigned to your employees' state tax deduction items. PowerChurch Plus contains two tax table types, State: North Carolina-Pre 2014 and State: North Carolina-Post 2014.

### Where do I find the tax tables?

For NC tax tables, you will need the current publication [NC-30 "Income Tax Withholding Tables and Instructions for Employers"](#) from the [NC Department of Revenue](#).

### Which tables do I use?

Use the annualized percentage formula tables method of withholding. Figure 1 shows an example.

Note that the figures shown in this document are for demonstration purposes only, and may not be current. Please consult the current publication for the most up-to-date information. Though the figures change periodically, the method of calculation should remain the same. If the calculation method has changed for this state please notify the [webmaster](#).

Annualized Method - Formula Tables for Annualized Method Withholding Computations (Round off the final result of calculations to the nearest whole dollar.)	
Payroll Period	
Single Person, Married Person, or Qualifying Widow(er)	
1. Enter wages for current payroll period	_____
2. Enter number of payroll periods	_____
3. Annualized wages. Multiply line 1 by line 2	_____
4. Standard deduction	<u>\$7,500.00</u>
5. Multiply the number of allowances by <u>\$2,500.00</u>	_____
6. Add lines 4 and 5	_____
7. Net annualized wages. Subtract line 6 from line 3	_____
8. Annualized tax. Multiply line 7 by <u>.0575</u>	_____
9. Enter the number of payroll periods from line 2	_____
10. Tax to be withheld each payroll period. Divide line 8 by line 9	_____

**Figure 1** - 2015 Annual Percentage Tables

## How to setup/update the tables in PowerChurch Plus

To setup/update PowerChurch Plus with the state tax tables shown in Figure 1 above,

select the **Accounting** menu, **Payroll, Setup**, then **Maintain Tax Tables**. Two separate tables will need to be created. One for the single, married, and qualifying widow(er), and a second for head of household.

Click Add to enter a new table, or use the Find/Locate buttons to select an existing NC tax table to update. When adding a new table, you will be prompted for the type of tax table you're adding. Select **State: North Carolina-Post 2014**. For each table, enter the following information:

- **Description:** Enter a unique name to identify the tax table (for example, "NC State - Single/Married").
- **Tax type:** The type of tax in which this table applies. In this instance, select State Tax.
- **Standard deduction:** Enter the amount for the standard deduction. This varies by single/married or head of household table. This rate is found in the NC-30 publication under the section that describes the annualized wages method of tax withholding.
- **Withholding allowance:** Enter the annual amount for one withholding allowance. Again, found in publication NC-30 (see Figure 1).
- **Percentage:** Enter the flat percentage amount to be withheld.
- **Round tax to nearest whole dollar:** Check this box to round the calculated tax amount to the nearest whole dollar.

When you are done, the screen should look like this:

Maintain Tax Tables

Add Delete Find Locate Next Previous Close

Description: NC State Single/Married

Tax type: NC State Income Tax [How is this used?](#)

[Click here for more information on how to complete the tax table setup.](#)

Standard deduction: 7500.00

Withholding allowance: 2500.00

Percentage: 5.7500 %

Round tax to nearest whole dollar

**NOTE: You only need to enter annual tax information. PowerChurch Plus will use the annual amounts to calculate the taxes for other pay periods as needed.**

North Carolina

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Save Cancel

**Figure 2** - NC State Single/Married Tax Table

Repeat these steps to create a NC State Head of Household table.

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