

POWERCHURCH SOFTWARE

How Do I Update My Utah Tax Tables?

Where do I find the tax tables?

For UT tax tables, you will need the current [publication 14](#) "Utah Withholding Tax Guide" from the [UT Department of Revenue](#).

Which tables do I use?

Use the "Utah Withholding Schedules" for the annual pay period 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](#).

Utah Schedule 7		ANNUAL Payroll Period (1 pay period per year)	
Single		Married	
1. Utah taxable wages		1. Utah taxable wages	
2. Multiply line 1 by .0495 (4.95%)		2. Multiply line 1 by .0495 (4.95%)	
3. Base allowance	360	3. Base allowance	720
4. Line 1 minus \$7,128 (not less than 0)		4. Line 1 minus \$14,256 (not less than 0)	
5. Multiply line 4 by .013 (1.3%)		5. Multiply line 4 by .013 (1.3%)	
6. Line 3 minus line 5 (not less than 0)		6. Line 3 minus line 5 (not less than 0)	
7. Withholding tax line 2 minus line 6 (not less than 0)		7. Withholding tax line 2 minus line 6 (not less than 0)	

Figure 1 - 2018 Annual Tables (Schedule 7)

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. A separate table will need to be created for the single and married table rates.

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

- **Description:** Enter a unique name to identify the tax table (for example, "UT State Tax - Single").
- **Tax type:** The type of tax in which this table applies. In this instance, select State Tax.
- **Lines 2, 3, 4, 5:** Utah has a unique formula for calculating withholding taxes. As shown in Figure 1, there are 7 steps in the calculation. However, you only need to enter the constant values shown on Lines 2, 3, 4, and 5. Figure 2 shows what these values are based on the sample in Figure 1.

- **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:

The screenshot shows a software window titled "Maintain Tax Tables". At the top, there are buttons for "Add", "Delete", "Locate", "Next", "Previous", and "Close". Below these buttons, the "Description" field contains "UT State Tax - Single" and the "Tax type" dropdown is set to "UT State Tax". A link "How is this used?" is visible next to the tax type. A blue hyperlink reads "Click here for more information on how to complete the tax table setup." Below this, there are five input fields for tax parameters: "Line 2 - Tax rate" (4.950 %), "Line 3 - Base allowance" (360.00), "Line 4 - Gross wage adjustment" (7128.00), and "Line 5 - Adjustment percentage" (1.30 %). A checkbox labeled "Round tax to nearest whole dollar" is checked. A bold note states: "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." At the bottom right, it says "Utah-Post 5/2018" and "Save" and "Cancel" buttons. At the bottom left, there is a "Last Updated:" field with slashes and "AM by".

Figure 2 - UT State Single Tax Table

Follow the instructions just described for the married withholding table.

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