

COATS

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Visual Setting Up WA Cares Fund

Revised January 2022

Creating the Local Employee WA Care Fund

SITUATION: You need to ensure that WA Cares Fund is withheld from employees' paychecks for 2023.

There is no cap and based on .58 % of the gross figures for Tax Year 2023.

STEPS:

- 1) Click on **Maintenance / Tax Tables / Local Tax**.
- 2) In both grids **WACF** should appear.
- 3) In the **Code** field, **WACF**
- 4) In the **Name** field description can be updated to read: **WA CARES FUND**
- 5) In the **Tax Max** field, **0.00**
- 6) In the **Tax %** field, **0.005800**
- 7) In the **Tax Res** field, **0.00**

Currently Selected State: WA Code: WAPL

Accounts			Tax Table											
Code	Empl...	AP Acct	Co...	G...	Name	Tax Base	Tax Max	Constant	Tax %	Tax Res	STD D...	Option	...	NR
WACF		WA CARES FUND	W...		WA CARE ...	0.00	0.00	0.00	0.005800	0.00000	0.00	0.00		
WAPL		WA PAID FAMILY MEDICAL LEAV...	W...		WA PAID ...	0.00	325.27	0.00	0.633300	0.00400	0.00	0.00		

Options: Cafeteria Plan 401K Not In List

Buttons: Add Account, Delete Account, Read Only, Add Tax Item, Delete Tax Item

- 8) Go to **AP / Payable Accounts**.
- 9) Click **Add**.
- 10) In the **Name** field, enter the Name that the WA Cares Fund to be paid to along with the address, city and state.
- 11) Click **GL Info**.
- 12) Attach your **Default Bank, Expense** and **Liability** accounts.
- 13) **X** out of the **Payable** account.
- 14) Click on **Maintenance / Tax Tables / Local Tax**.
- 15) Click **Read Only** at the bottom to be able to assign the Employer ID and payable account into the left grid.
- 16) Once selected, **X** out of the Local Tax Information.

NOTE: As part of the steps provided for the 2023 Tax Update, this table has been updated. **You are REQUIRED** to update the **Employer ID** and attach the **AP Acct** before your first payroll of 2022. To work with WAPL the user will put WAPL under the assignment and WACF in the Local resident code field of the employee tax window. If WAPL is setup

as the resident code for employees then WACF should be attached to each client, order, assignment to have it come out as well.

If WAPL is setup as Local Resident Code

Add to WACF LOCAL W/H to Front Office / Employees, Assignments, Clients and Orders:

- 1) All employees will need to have Local WACF added to their tax screen.
- 2) Each employee assignment needs to have Local WACF added (Tax Code).
- 3) Each client needs to have Local WACF added (Tax Code).
- 4) Each job order needs to have Local WACF added (Tax Code).

If WAPL is setup to Front Office / Employees, Assignments, Clients and Orders:

Add to WACF as Local resident code:

- 1) All employees will need to have Local WACF added to their tax screen in the local tax grid and attached in the Local Resident Code.