TO: TRIO Software Payroll Customers

DATE: December 22, 2010

RE: 2011 Tax Table Update

This update includes the tax tables for 2011 Federal and State taxes. To update the tax tables please use the enclosed floppy disk and complete the following steps **after** the last payroll for 2010 and **before** the first payroll for 2011:

1. From the TRIO General Entry menu, select **B. Payroll > 6. Table and File Setups > 2. Tax Tables > 3. Load Tax Tables**
2. At the prompt, click *Yes* to verify that the tax information should be updated
3. An **Open Files** window will display – change the location in the *Look In* drop-down menu at the top of the screen to the letter for the floppy drive (typically A:) and click *Open*
4. Click *OK* on the confirmation message
5. Verify the tax table information to make sure that the tables did update to the new 2011 figures. To do so, select **B. Payroll > 6. Table and File Setups > 2. Tax Tables > 1. Tax Table Maintenance**.

To process this update via the web, please do the following:

From the TRIO General Entry menu, select **M. System Maintenance > C. Program Update**. Check the box next to "Payroll Tax Table Update" in the selection menu and click *Download Updates*. Once the process has completed, follow steps 1 through 5 above and in step 3 open the file from the server directory (typically U:\triodata).

Please contact our office if you have any trouble processing this update.