

CDM+ 2010 Tax Tables Update

ALL American CDM+ Payroll users should update their tax tables for 2010 after running the final payroll for 2009. There have been changes in the United States Federal payroll taxes.

2010 TAX TABLE UPDATE INSTRUCTIONS

If you can connect to the Internet, you can easily update the tax tables from within CDM+ at any time. Here's how:

CDM+ (or CDM+ Pro) 8.x users:

- 1) Select Tax Tables from the Payroll menu.
- 2) Click on the Web Update button at the bottom of the window.

In addition to changes in Federal tax rates, we are aware of changes in tax rates for the states listed below. These changes are included in the CDM+ Tax Table update as of 1/11/10. If your state is now listed and you previously updated tax tables, just repeat the process to update your state rates.

Arizona
California
Colorado
Delaware
Kentucky
Maine
Minnesota
Missouri
New York
North Dakota
Oklahoma
Rhode Island
Vermont

If your state is not listed above and you know there are state tax rate changes for 2010, please let us know by emailing support@cdmplus.com or phoning 800-633-9581. It is not necessary to send us your new state tax tables, just tell us that you are aware of a change in your state taxes so that we can incorporate them in the CDM+ tax table update. If we have your email address on file, you will then get an email once your state's changes are included in the tax table update.

NOTE! Any changes in your local taxes must be made manually in CDM+.

TAX TABLES ON CD

Users who need the 2010 tax tables update mailed to them on a CD may order one by emailing sales@cdmplus.com or calling 877-891-4236. There is a charge of \$10/CD for current CDM+ Premier Support program members and \$15/CD for users not enrolled in the annual premier support program. Premier Support members who are also enrolled in the CD Maintenance program will automatically have 2010 Tax Table Update CDs mailed to them. All CDs are mailed First Class in a padded envelope; the fee includes postage.

FINAL NOTE! Updating your tax tables for 2010, *DOES NOT* necessarily mean you've updated to print valid W-2 tax forms. You must be running CDM+ 8.1.2r1.33 or later to print approved W-2 forms directly from CDM+. From *any* earlier version of CDM+, you must take the information from CDM+ and manually type W-2s on approved pre-printed forms. **ONLY** if you are using CDM+ 8.1.2r1.33 or later will the software directly print SSA-approved, laser-printed, black-and-white substitute W-2 and W-3 forms. To find what version of CDM+ you are currently running, go to the File (Windows users) or CDM+ (Mac users) menu and select About CDM+. Need to upgrade? Call CDM+ Sales toll-free at 877-891-4236.