

Manually Calculate Federal Income Tax Withholding for the 2020 Form W-4

Document #:	3401	Product:	Red Wing Payroll

Salaried Employees

- 1. Use the <u>IRS Income Tax Withholding Assistant for Employers</u> to manually calculate the amount of Federal income tax to withhold from the employee wages.
- 2. Select Payroll > Setup > Employees.
- 3. Select the **Taxes** tab.
- 4. Select Federal Withholding and then click Change.
- 5. In the **Tax Table** box, select **Extra**.
- 6. In the **Extra Withholding** box, enter the amount of the manually calculated Federal Withholding from the IRS Income Tax Withholding Assistant for Employers.

Employee Sample Name Sam			Samp	le		_	
5 - Deductions	6 - Accor		Z · Leav		8 - Advanced 4 - Taxes		
Default Tax Codes Tax State MN Tax Local RW FED FICA Compt FED FICA Employ FED Medicare E FED Federal Unit FED Federal Unit FED Federal Unit FED Federal Unit	iny Shar yee Shar popany 5 mployee mployee mployee withhold	Extra	Employee Tax Description F State Active V Tax Table E Exemptions Withholding ollected Tax	ederal With stra 0 100.		Year To	 603.28
MN MN - State I	Jnempio			<u>0</u> K	Cancel	<u>H</u> elp	

Hourly Employees

- 1. Use the <u>IRS Income Tax Withholding Assistant for Employers</u> to manually calculate the amount of Federal income tax to withhold from the employee wages.
- 2. Select Payroll > Check Writing > Enter Pay.
- 3. After entering hours, click **Recalculate**.
- 4. In the **Fed Tax** box, enter the amount of the manually calculated Federal Withholding from the IRS Income Tax Withholding Assistant for Employers.

- Check Informati	on			Check Tot	al		
Employee Sample		 Sam Sampl 	e		Gross	Pay 800.00	5
Weeks Worked 1					Deduct	ions 124.00	5
Check Number		-	Print Check		T.	axes 186.20	ร
CHOCK HUILDO	1				Net	Pay 489.80	ĩ
Earning	Hours	Rate	Amount	Deduction		Amount	
-		.00	8.00	2ndcheck		100.00	
Co 401K				401K		24.00	1
HCC	.00	.00	.00	Co 401K		.00	-
RegHrs	40.00	20.00	800.00	HCC		.00	•
Salary	00.	.00	.00	Tax	Paid By	Amount	_
				FUTA	 Employer 	4.80	
				Fed Tax	 Employee 		-
				MN Tax	 Employee 		1
			-	MN Unemp	Employer	8.00	-
Rec	alculate Pr	evious N	ous Next		e All Close	e Help	ī