

Filling Out Your Tax Information

To start inputting tax information for employees, click on the "Payroll" tab, click the "Employees" button, and click the "Go" button next to the employee you wish to edit.

The screenshot shows the ConnectNow Accounting software interface. At the top left is the ConnectNow logo. The main header area contains the word "Accounting" and navigation links for "HOME" and "LOGOUT". Below this is a navigation bar with tabs for "Church Manager", "Ledger and Payables", "Payroll", and "Consolidation Manager". The "Payroll" tab is selected. Underneath, there are icons for "Payroll Process", "Employees", "Setup", "Forms", and "Reports". The "Employees" icon is highlighted with a black arrow. Below the icons are "Entry Screens" and "List Screens" sections. A list of employees is displayed with a "Go" button next to the first entry, "System", which is also highlighted with a black arrow. The "Add a New Employee" button is visible on the right. The interface includes alphabetical navigation links (A-Z, ALL) above and below the employee list.

HOME LOGOUT
Leven Zuelke Diocese of Bismarck, June 2013 [Sample 19 (0)]

Church Manager Ledger and Payables Payroll Consolidation Manager

Payroll Process Employees Setup Forms Reports

Entry Screens List Screens

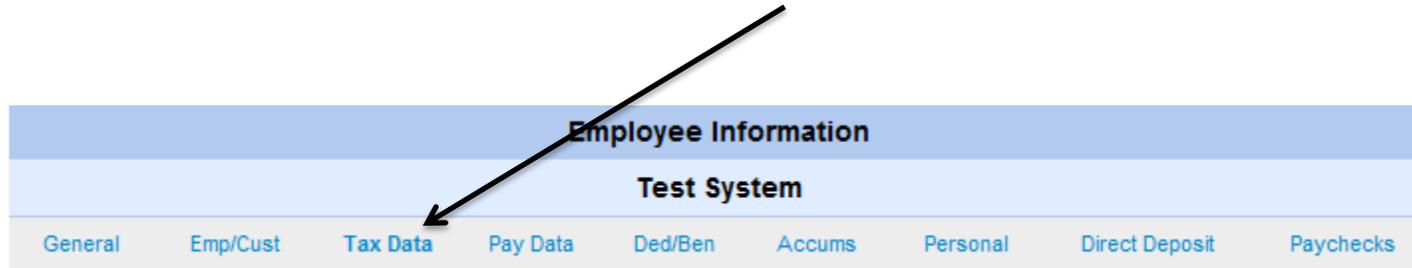
[A](#), [B](#), [C](#), [D](#), [E](#), [F](#), [G](#), [H](#), [I](#), [J](#), [K](#), [L](#), [M](#), [N](#), [O](#), [P](#), [Q](#), [R](#), [S](#), [T](#), [U](#), [V](#), [W](#), [X](#), [Y](#), [Z](#), [ALL](#)

Employee List

LastName	FirstName
System	Test

[A](#), [B](#), [C](#), [D](#), [E](#), [F](#), [G](#), [H](#), [I](#), [J](#), [K](#), [L](#), [M](#), [N](#), [O](#), [P](#), [Q](#), [R](#), [S](#), [T](#), [U](#), [V](#), [W](#), [X](#), [Y](#), [Z](#), [ALL](#)

On the Employee Information Ribbon, select the third tab entitled "Tax Data."



The screen that appears after performing the above steps is a four part screen. The first screen is entitled "Tax Information." It is made up of two checkboxes for withholding Social Security Tax and Medicare Tax from a paycheck. For non-clergy employees, these should be checked. For clergy employees, these should be unchecked, because the employer does not withhold for Medicare or Social Security for the clergy (the clergy are responsible for Medicare & Social Security at the time they do their taxes). The next section is a drop down menu entitled "Tax Statement." The drop down allows you to pick from W-2 or 1099. All employees must have W-2 selected. NEVER SELECT 1099 HERE BECAUSE AN EMPLOYEE SHOULD NEVER RECEIVE A 1099. 1099's for vendors should be done in ledger and payables, never payroll. The last input section is simply where you input the employee's Social Security Number.

A screenshot of a form titled "Tax Information". It contains two checked checkboxes: "Withhold Social Security Tax" and "Withhold Medicare Tax". Below these is a dropdown menu labeled "Tax Statement:" with a downward arrow. At the bottom is a text input field labeled "Social Security Nbr:".

The next section is entitled “Federal Tax Withholding.” This section has 5 different areas. The first area is a check box asking if you would like to withhold federal tax for this employee. THIS BOX SHOULD ALWAYS BE CHECKED, EVEN FOR CLERGY. The second area is a drop down menu that allows you to select the marital status of the employee, which you would get off the W-4 for that employee. You would also get the number of allowances the employee takes from the W-4. The fourth part of this section is entitled “Override.” This will take whatever amount you input and override the IRS tables. Unless the employee requests a specific amount they want taken out, this field should be BLANK. If the employee is a clergy employee, the amount should be ZERO, unless the clergy employee states otherwise. The last field is entitled “Extra.” This will take the amount of withheld from the IRS tables and add whatever amount you put in this field.

The screenshot shows a form titled "Federal Tax Withholding" with a light blue header. Below the header, there is a checked checkbox labeled "Withhold Federal Tax". Underneath, there are four input fields: "Marital Status" is a dropdown menu currently set to "Single"; "Allowances" is an empty text box; "Override" is an empty text box; and "Extra" is an empty text box.

The third section of the “Tax Data” tab is “State Tax Withholding.” In this section, there are 8 fields to fill in. Like in the federal withholding section, there is a box to check for withholding state tax. **THIS BOX SHOULD ALWAYS BE CHECKED, EVEN FOR CLERGY.** The next field, you would just enter ND for North Dakota. The next field is for marital status. Unlike the federal withholding marital status field, there are breakdowns for married filing jointly and married filing separately depending on if the spouse is employed or not. Do not worry about this separation. This is done by ParishSOFT to work with all state tax laws. In North Dakota, no such breakdown exists. Just select one. The number for the allowance field and the number of dependents you will get off the employee’s W-4. The Override and the Extra fields work the exact same way for state as they did for the federal section. The last field is a check box asking if the employee is subject to state unemployment tax. Most businesses are required to pay Federal Unemployment Tax (FUTA) and State Unemployment Tax (SUTA). Parishes are not required to pay this tax, so this box should be unchecked. **MAKE SURE YOU UNCHECK THIS BOX. THE DEFAULT FOR THE PROGRAM IS TO CHECK IT.**

State Tax Withholding

Withhold State Tax

Applicable State: ND

Marital Status: Single

Allowances:

Dependents:

Override:

Extra:

Subject to State Unemployment

The last section is for Local Tax Withholding. The default from ParishSOFT is to leave this unchecked because very few local governments levy an income tax. If your local government does levy an income tax, check the box and more fields will appear, which you will fill out accordingly.

Local Tax Withholding

Withhold Local Tax

Local Tax Withholding

Withhold Local Tax

Applicable Local :

Marital Status:

Allowances:

Override:

Extra:

Click "Submit" once you have all this filled in.

The following example is for a non-clergy employee:

Employee Information								
Test System								
General	Emp/Cust	Tax Data	Pay Data	Ded/Ben	Accums	Personal	Direct Deposit	Paychecks
Watch Help Video! 								
Tax Information				Federal Tax Withholding				
<input checked="" type="checkbox"/> Withhold Social Security Tax				<input checked="" type="checkbox"/> Withhold Federal Tax				
<input checked="" type="checkbox"/> Withhold Medicare Tax				Marital Status: <input type="text" value="Married"/>				
Tax Statement: <input type="text" value="W-2"/>				Allowances: <input type="text" value="2"/>				
Social Security Nbr: <input type="text" value="111-11-1111"/>				Override: <input type="text"/>				
					Extra: <input type="text"/>			
State Tax Withholding				Local Tax Withholding				
<input checked="" type="checkbox"/> Withhold State Tax				<input type="checkbox"/> Withhold Local Tax				
Applicable State: <input type="text" value="ND"/>								
Marital Status: <input type="text" value="Married - Jointly/Spouse Employ"/>								
Allowances: <input type="text" value="2"/>								
Dependents: <input type="text" value="2"/>								
Override: <input type="text"/>								
Extra: <input type="text"/>								
<input type="checkbox"/> Subject to State Unemployment								
<input type="button" value="Submit"/> <input type="button" value="Delete"/>								

The following example is for a clergy employee:

Employee Information								
Test System								
General	Emp/Cust	Tax Data	Pay Data	Ded/Ben	Accums	Personal	Direct Deposit	Paychecks
Watch Help Video!								
Tax Information				Federal Tax Withholding				
<input type="checkbox"/> Withhold Social Security Tax				<input checked="" type="checkbox"/> Withhold Federal Tax				
<input type="checkbox"/> Withhold Medicare Tax				Marital Status: <input type="text" value="Single"/>				
Tax Statement: <input type="text" value="W-2"/>				Allowances: <input type="text" value="1"/>				
Social Security Nbr: <input type="text" value="111-11-1111"/>				Override: <input type="text" value="0.00"/>				
					Extra: <input type="text"/>			
State Tax Withholding				Local Tax Withholding				
<input checked="" type="checkbox"/> Withhold State Tax				<input type="checkbox"/> Withhold Local Tax				
Applicable State: <input type="text" value="ND"/>								
Marital Status: <input type="text" value="Single"/>								
Allowances: <input type="text" value="1"/>								
Dependents: <input type="text" value="0"/>								
Override: <input type="text" value="0.00"/>								
Extra: <input type="text"/>								
<input type="checkbox"/> Subject to State Unemployment								
<input type="button" value="Submit"/> <input type="button" value="Delete"/>								