



UAN User Note

January 28, 2026

This UAN User Note contains the following sections:

- UAN Tech Support – HP Computer Repairs
- E-mails to UAN Support with Attachments
- 2026 US Tax Table Update
 - o 2026 Federal Tax Table
 - o 2026 Ohio Supplemental Tax Rate Change
 - o 2026 US Tax Table Update Steps

UAN TECH SUPPORT – HP COMPUTER REPAIRS

The recent UAN computer and printer refresh was completed in 2025. All hardware came with a 1-year warranty through HP. We are approaching the end of the 1-year warranty. Beginning March 6, 2026, all computer and printer repairs will be performed by UAN Technical Support.

If you encounter an issue with your UAN computer or printer after March 6, 2026, please contact UAN Support at 1-800-833-8261 or e-mail UAN_Tech@OhioAuditor.gov.

Similar to HP support, certain types of damage like dropped computers, spilled liquid, lightning strikes and others will not be covered by UAN Tech Support.

E-MAILS TO UAN SUPPORT WITH ATTACHMENTS

There has been an increase in cybersecurity incidents across the country associated with e-mail attachments. While UAN Support has always analyzed e-mails we have raised the level of scrutiny.

Going forward we are requesting that e-mails with an attachment contain sufficient accounting/payroll detail in the body of the e-mail so UAN Support can safely see the e-mail is from a Fiscal Officer and not a bad actor. A body that only contains 'Please see attached' is insufficient. UAN Support will call the phone number for the entity that we have on record for e-mails with insufficient detail.

2026 US TAX TABLE UPDATE

2026 FEDERAL TAX TABLE

The federal government has released the 2026 tax table. A downloadable **2026 US Tax Table Update** is required for ALL UAN users and is available on the UANLink. You must download the update regardless of whether or not your application is in temporary mode, regardless of whether or not you have already

closed 2025, and regardless of whether you use the Payroll application. This download contains the federal 2026 tax table as well as functionality enhancements to the UAN application.

2026 OHIO SUPPLEMENTAL TAX RATE CHANGE

Beginning January 1, 2026, the Ohio withholding rate on bonus income and supplemental compensation income decreased from 3.5% to **2.75%**.

Please Note: When paying Bonuses and Leave Payouts, the label for the “Apply supplemental-pay tax rates...” checkbox at the bottom of the Add Wages form will show 2.8% for Ohio. ***However, the tax calculation will correctly use 2.75%.*** UAN version 2026.2 will update the label for the checkbox to correctly display 2.75% for Ohio.

2026 US TAX TABLE UPDATE STEPS

Below are the steps to install the 2026 US Tax Table Update. The steps are written with the assumption that your system has all of the latest Windows Updates installed. The steps may vary if the latest Windows Updates have not been installed. Also, please note that the steps may vary depending on your internet browser.

Step 1: Perform a UAN Backup in: General → Maintenance → Backups → UAN Backup. Label the name of the backup file: ‘Before 2026 US Tax Table Update’.

Please Note: If you have a multi-user network environment setup, only one computer on the network must complete the UAN Backup. However, Steps 2 through 10 must be completed on all UAN computers.

Step 2: Close the UAN application.

Step 3: Using your internet browser, click Profile Login at the top-right corner of the UAN home page (<https://uanlink.ohioauditor.gov>). The username is your 4-digit UAN Entity ID, and the password is your 5-character Auditor of State invoice customer number.

Step 4: Click Software Patches.

Step 5: Click 2026 US Tax Table Update.

Step 6: The 2026 US Tax Table Update file should automatically download, and the file will appear in the top right corner of your screen. Click on the file name to run the install.

- If the update did not download and you get a warning message in the top right corner of your screen stating that it was blocked, click on [Keep].
- You may then receive a Microsoft Defender SmartScreen warning message stating, “This app might harm your device.” Verify the Publisher is “Ohio Auditor of State” and click on the option [Show more]. Then click on [Keep anyway].
- Click on the file name link in the [All files] to run the install.

Step 7: A “Windows protected your PC” message may appear. Click [More info]. Verify the Publisher is “Ohio Auditor of State” and then click [Run anyway].

Step 8: A User Account Control window may appear “Do you want this app to make changes to your device?” Enter the password ‘FiscalOfficer’ (no quotes, capital F and O, and no space). Click [Yes].

Step 9: A Uniform Accounting Network message will appear “Install the 2026 US Tax Table Update?” Click [Yes]. The installation should take less than 1 minute.

Step 10: A Uniform Accounting Network message will appear “This update was installed successfully.” Click [OK].

Please Note: This update does not change the UAN software version number. If you wish to double-check that the update is installed, view the Transaction Log Report for today’s date in the software General → Reports & Statements. You will find a transaction labeled Software Update Complete – Name: 2026 US Tax Table Update.

Important: Only wages created after installing this update dated on or after January 1, 2026 will reflect the new tax table withholding rates. Any wages already in batch (saved but not posted) prior to the tax table update, will **not** be changed to reflect the new tax rates. Therefore, any existing batch wages should be deleted and then added again after this update.