

# OHIO AUDITOR OF STATE KEITH FABER



**UAN User Note**  
**January 10, 2024**

## 2024 US TAX TABLE UPDATE

The federal government has released the 2024 tax table. A downloadable **2024 US Tax Table Update** is required for ALL UAN users 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 2023, and regardless of whether you use the Payroll application. This download contains the federal 2024 tax table as well as the correction to the placement of the “X” indicator in Box 6 of the printed 1096 MISC and 1096 NEC.

## 2024 US TAX TABLE UPDATE STEPS

Below are the steps to install the 2024 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 disc and/or name the backup file: ‘Before 2024 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 2024 US Tax Table Update.

**Step 6:** The 2024 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 “STATE AUDITOR, OHIO” 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 “STATE AUDITOR, OHIO” 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 2024 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: 2024 US Tax Table Update.

**Important:** Only wages created after installing this update dated on or after January 1, 2024 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.

## UAN RELEASE OPTIONS

Since April 2021, UAN has been giving entities the option to receive their release through a download or on a DVD in the mail. To date over 1,300 clients have selected to receive the release through the download option. In addition to getting the release to clients quicker this option also saves UAN about ten thousand dollars per release in expenses for postage, labor, and supplies.

A number of clients have elected to continue to receive their release via the mail. UAN will continue to offer the mail option to clients that desire it. We understand that there are many unique reasons why a mailed release is a better option for some clients.

Clients are able to select their release option through the UANlink Profile login. For those clients that have not made a selection for either download or mail, we are asking you to make a selection. In the past those that did not make a selection were defaulted to receiving the release in the mail. Going forward the default will be to receive the release through the download option.

If you have already made this selection and do not want to make a change to it, then no action is required.