

2015 Ohio Tax Table Update Instructions

On July 31, 2015 the Ohio Department of Taxation has issued new employer withholding tables. Please install the 2015 Ohio Tax Table Update as soon as possible. It updates the Ohio income tax withholding table in your UAN Payroll software with the rates effective August 1, 2015. Note: If you are not using the UAN Payroll software, this update is optional but not required.

Important: Only wages created after installing this update will reflect the new withholding rates. If wages are already in batch (saved but not posted) during the update installation, those wages will **not** be changed. Any existing batch wages should be deleted and then added again after the update is installed.

Below are two sets of instructions for downloading and running the update. The first set is for clients that have access to the internet through their UAN computer. The second set is for clients that do not have internet access through their UAN computer but do have access through another computer (at home or work).

Instructions for clients that have access to the internet through their UAN computer:

Perform ***all*** Steps from the UAN computer:

- 1) Perform a UAN Backup in: General > Maintenance > Backups > UAN Backup. Label the disc and/or name the backup file: '**Before 2015 State Tax Table Update**'. **Note:** In multi-user environments, only one computer must perform the UAN Backup.
- 2) Using **Internet Explorer**, click *Profile Login* on the top right of the UANLink website (<http://uanlink.auditor.state.oh.us>). Your username is your 4-digit **UAN Entity ID**, and your password is your 5-character Auditor of State invoice **customer number**.
- 3) Click *Software Patches*.
- 4) Click *2015 Ohio Tax Table Update*.
- 5) A *Windows* message box will appear asking, "Do you want to run or save 2015StateTax.exe from secure.ohioauditor.gov?" Click **[Run]**.
- 6) A *Windows* message box may appear stating, "The 2015StateTax.exe download has completed." Click **[Run]**.
- 7) If you see a *Symantec* window, choose to **[Allow this file]**, and then click **[OK]** to allow the file.
- 8) A *Uniform Accounting Network* message box will appear asking, "Install the 2015 Ohio Tax Table Update?" Click **[Yes]**. The installation process should take less than 1 minute.
- 9) A *Uniform Accounting Network* message box will appear stating, "The 2015 Ohio Tax Table Update has been completed 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 in the software in General > Reports & Statements. You will find a transaction labeled *Software Update Complete - Name: 2015 Ohio Tax Table Update*.

Instructions for clients that do not have internet access through their UAN computer but do have access through another computer (at home or work):

Perform Steps 1 through 6 from the computer with internet access:

- 1) Using **Internet Explorer**, click *Profile Login* on the top right of the UANLink website (<http://uanlink.auditor.state.oh.us>). Your username is your 4-digit **UAN Entity ID**, and your password is your 5-character Auditor of State invoice **customer number**.
- 2) Click *Software Patches*.
- 3) Click *2015 Ohio Tax Table Update*.
- 4) A *Windows* message box will appear asking, "Do you want to run or save 2015StateTax.exe from secure.ohioauditor.gov?" Click on the down arrow beside the **[Save]** button to select **[Save as]**.
- 5) A *Save As* window will open. Select the location of the disc or flash drive that the update file will be saved and click **[Save]**.
- 6) A *Windows* message box will appear stating, "The 2015StateTax.exe download has completed." Click **[Open folder]** to verify the file has been saved to the disc or flash drive. Once verified, close the window and remove the disc or flash drive.

Perform Steps 7 through 13 from the UAN computer:

- 7) Perform a UAN Backup in: General > Maintenance > Backups > UAN Backup. Label the disc and/or name the backup file: '**Before 2015 Ohio Tax Table Update**'. **Note:** In multi-user environments, only one computer must perform the UAN Backup.
- 8) Insert the disc or flash drive that contains the downloaded '2015StateTax' file.
- 9) Using *Windows Explorer*, locate the downloaded '2015StateTax' file and double click on it.
- 10) A *Windows* message box will appear asking, "Do you want to run this file?" Click **[Run]**.
- 11) If you see a *Symantec* window, choose to **[Allow this file]**, and then click **[OK]** to allow the file.
- 12) A *Uniform Accounting Network* message box will appear asking, "Install the 2015 Ohio Tax Table Update?" Click **[Yes]**. The installation process should take less than 1 minute.
- 13) A *Uniform Accounting Network* message box will appear stating, "The 2015 Ohio Tax Table Update has been completed 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 in the software in General > Reports & Statements. You will find a transaction labeled *Software Update Complete - Name: 2015 Ohio Tax Table Update*.