

2013 State Tax Table Update Instructions

Please install the 2013 State Tax Table Update as soon as possible. It updates the Ohio income tax withholding table in your UAN Payroll software with the **rates effective September 1, 2013**. Note: If you are *not* using the UAN Payroll software, this update is optional but *not* required.

This update may be installed on the old UAN hardware prior to performing the transfer to the new UAN hardware, or on the new hardware after the hardware transfer is complete. If you use UAN on two or more networked computers, the update may be installed on *any* of the computers using UAN.

Please note: You only need to install this update ONCE, on ONE computer. If you install it prior to performing the hardware transfer, you do **not** have to install it again later.

1. Perform a UAN Backup in: General > Maintenance > Backups > UAN Backup. Label the disc and/or name the backup file: 'Before 2013 State Tax Table Update'. Note: In multi-user environments, only one computer must perform the UAN Backup.
2. Log into the 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 billing code.
3. Click *Software Patches*.
4. Click *2013 State Tax Table Update*.
5. On the *File Download - Security Warning* window, click **[Run]**.
6. On the *Internet Explorer - Security Warning* window, click **[Run]**.
7. If you see a *Symantec* window, choose to **Allow** the file, then click **[OK]**.
8. '*Install the 2013 State Tax Tables Update?*' will be displayed. Click **[Yes]**. The installation process should take less than 1 minute.
9. '*The 2013 State Tax Table Update has completed successfully.*' will be displayed. Click **[OK]**.

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.

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: 2013 Ohio Tax Table*.

A Note from the Auditor of State Finance Department

Now Available: Online customer information and electronic billing statements. Please visit <https://eservices.ohioauditor.gov>. This interactive website allows clients to access their payments and billing statements at any time. If you have any questions or concerns on this topic please email William Collier wmcollier@ohioauditor.gov or Shane Vaia at sevaia@ohioauditor.gov. To log in to eservices you will need your customer number. Your customer number is denoted on your paper billing statement.