

Withholding Additional Taxes (Federal & State)

If an employee elects to contribute an amount other than what is being calculated on the standard tax tables for their filing status, they can choose to have an additional amount or percentage withheld from their check. They can also elect to have a flat amount or percentage withheld.

Additional Federal Taxes

Go to Employee -> Employee
Go to the **Federal Tax** tab.

Evolution 8.0.13.8 [maxx-app1] - Employee - Employee

Last: **Smith** SSN: 123-45-9519 Company: **Simple Company D**
First: **Donna** EE#: 5 Number: **PMX-D**

5 | Smith Donna | < Prior Next >

Browse | EE Entry | Details | Address | W2 | **Federal Tax** | Notes | HR

Override Fed Tax Type
None

Override Fed Tax Value
25.00

EIC
None

Use Effective Dates to Change Tax Statuses

EE Federal
 Exempt Block Include

EE QASDI Exempt
 Yes No

EE Medicare Exempt
 Yes No

ER QASDI Exempt
 Yes No

ER Medicare Exempt
 Yes No

ER FUI Exempt
 Yes No

View | Task Queue: 0 Total; 0 Finished | UserID: lisa | Recd: 3.03M 11.3M/sec Sent:24.93K

In the **Override Fed Tax Type** field, you have the following options to choose from in the drop down:

- None: The employee is taxed at the regular rate.
- Regular Amount: The employee's regular tax amount is override with the amount in the **Override Fed Tax Value** field.
- Regular Percent: The employee's regular tax amount is overridden with the percentage in the **Override Fed Tax Value** field.
- Additional Amount: Adds the amount in the **Override Fed Tax Value** field to the federal taxes normally withheld.



- Additional Percent: Adds an additional percentage, loaded in the **Override Fed Tax Value** field, to the federal taxes normally withheld.

In the **Override Federal Tax Value** field, enter a numeric value without the \$ (dollar sign) or % (percent symbol).

Additional State Taxes

Go to Employee -> States
Go to the **Tax Overrides** tab.

In the **Override Fed Tax Type** field, you have the following options to choose from in the drop down:

- None: The employee is taxed at the regular rate.
- Regular Amount: The employee's regular tax amount is override with the amount in the **Override Fed Tax Value** field.
- Regular Percent: The employee's regular tax amount is overridden with the percentage in the **Override Fed Tax Value** field.



- **Additional Amount:** Adds the amount in the **Override Fed Tax Value** field to the federal taxes normally withheld.
- **Additional Percent:** Adds an additional percentage, loaded in the **Override Fed Tax Value** field, to the federal taxes normally withheld.

In the **Override Federal Tax Value** field, enter a numeric value without the \$ (dollar sign) or % (percent symbol).