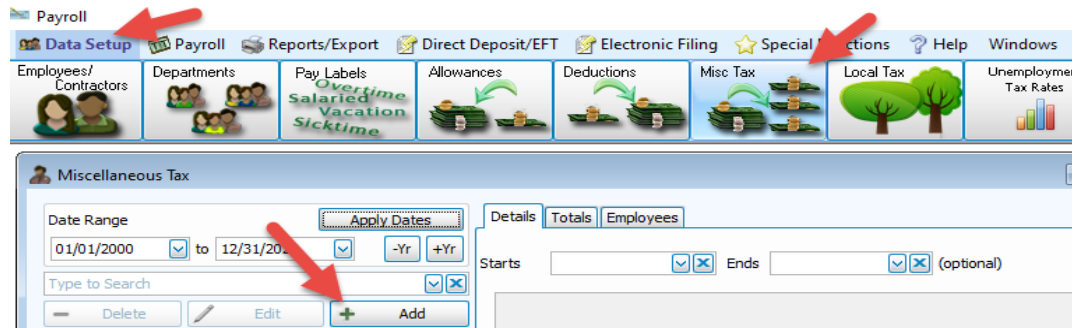


Oregon Transit Tax, Washington Cares, and Pennsylvania Local Services Tax (LST) are a few examples of Miscellaneous Taxes. Any 'Special Taxes' should be set up as a Miscellaneous Tax in Church Windows Payroll.

Please search your state website for the set up requirements of the 'Special Tax'.

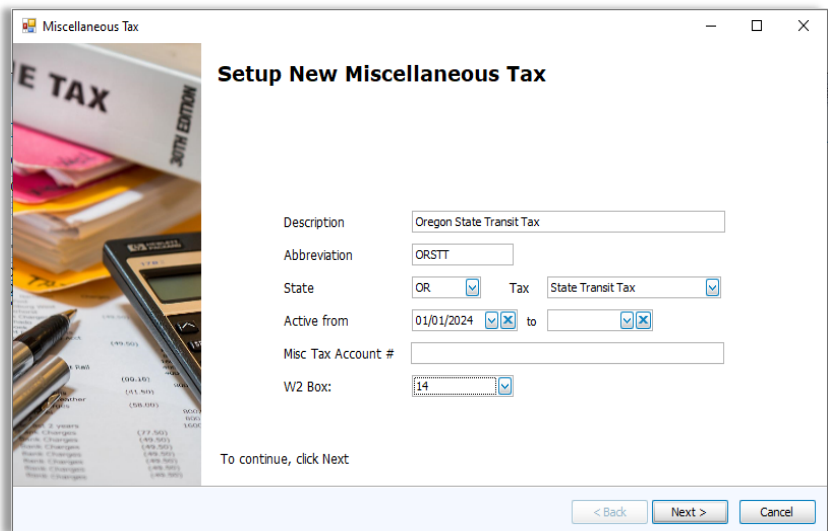
The example below shows the setup of a Miscellaneous Tax for the Oregon Transit Tax. When you are setting up your 'Special Tax', be sure to use your State's Requirements for all fields.

Go to *Payroll*>*Data Setup*>*Misc Tax* >Click *Add*

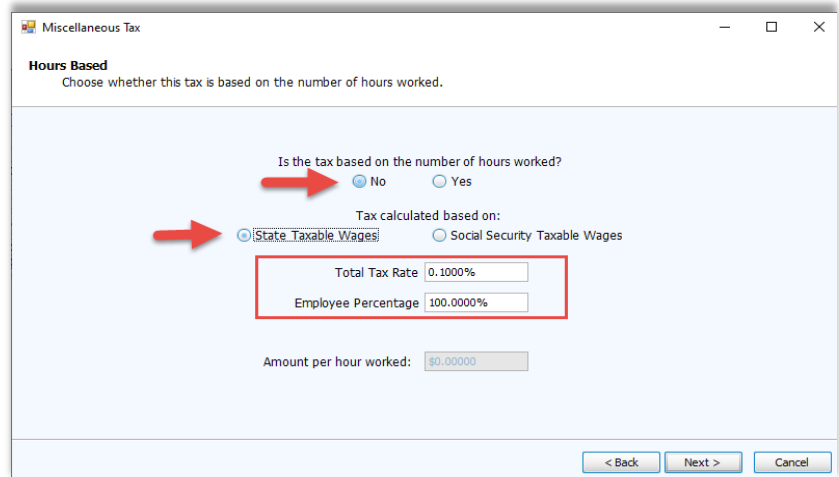


Fill the following information:

- *Description:* Oregon State Transit Tax
- *Abbreviation:* ORSTT
- *State:* OR
- *Tax:* State Transit Tax
- *Active from:* fill in start date
- *Misc Tax Account #:* Enter the tax ID (if applicable) or your State EIN #
- *W2 Box:* 14
- Click: Next



- *Is the tax based on the number of hours worked?* No
- *Tax calculated based on:* State Taxable Wages. **If your state does not have State Income Tax, choose Social Security Taxable Wages.**
- *Total Tax Rate:* .10%
- *Employee Percentage:* 100%
- Click: Next



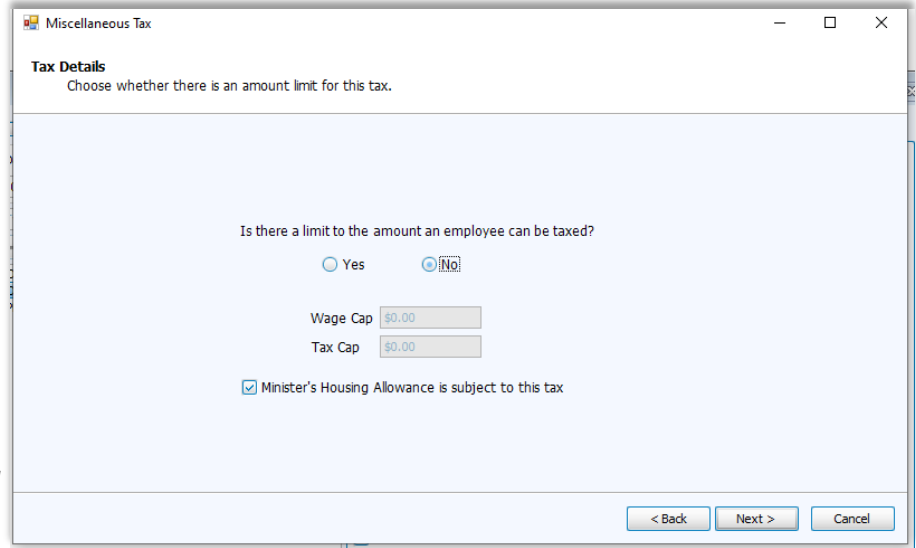
PLEASE NOTE: This document is an example. The setup is for Oregon State Transit Tax, please check your state's website for the rates and requirements of your special tax.

- Is there a limit to the amount an employee can be taxed? No
- Minister's Housing Allowance is subject to this tax. Click the checkbox

Please Note: If your tax has a limit...
Fill in - Is there a limit to the amount an employee can be taxed? Choose Yes, fill in the Wage Cap with the taxable maximum .

- Click: Next

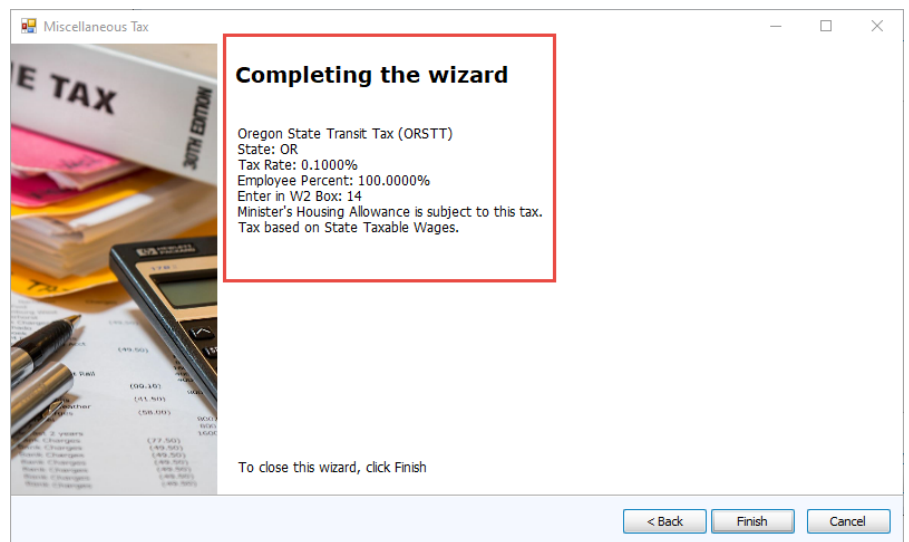
PLEASE NOTE: The original default Housing Allowance **MUST** be used. It is set up as taxable for Social Security and Medicare and ensures the Paid Family/Medical Leave is calculated correctly for Pastor.



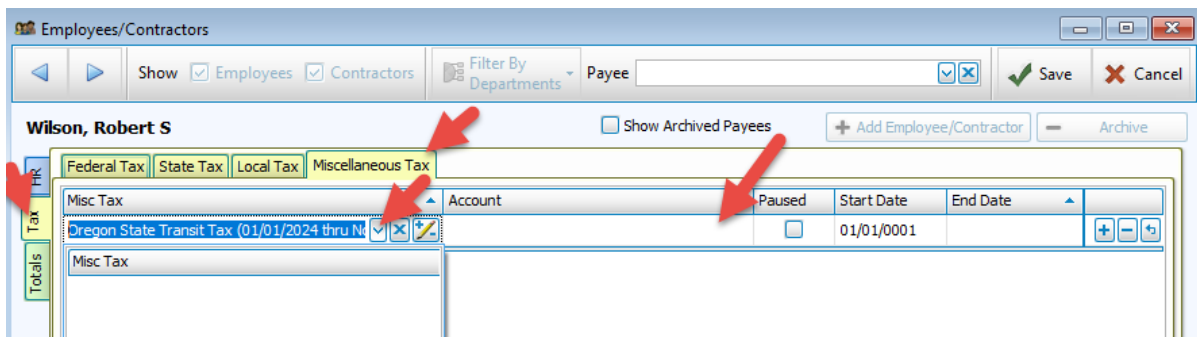
Set up is for Oregon State Transit Tax, please check your state's website for the rates and requirements.

Payroll shows the setup of the Miscellaneous Tax.

- Click *Finish*.

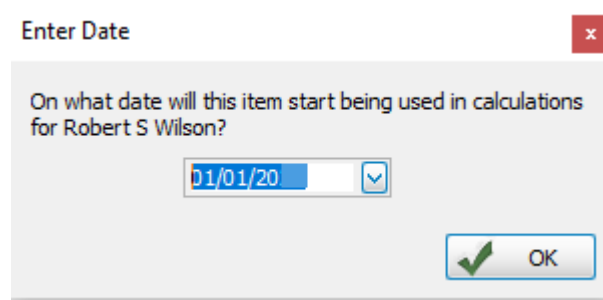


The Miscellaneous Tax for Oregon Transit Tax will need to be added to each of the employees. Go to *Data Setup>Employees/Contractors*>click on the applicable employee. Click on the yellow *Tax* tab and *Miscellaneous Tax*.



Click in the white space under Misc Tax and choose Oregon Transit Tax.

When you add the Oregon Transit Tax to the employees, you will be asked to enter the start date for the tax.



Click OK

If you transfer Payroll to Accounting, you will create a *Liability* account for the Oregon Transit Tax in Accounting. Then in Payroll, click under *Account* and choose the Transit Tax Liability.

- *Click Save*

When your next payroll is calculated, Oregon State Transit Tax is taken.