

Here are the changes.

- 1) On **Setup** → **Company** → **Check-Writing Name & Address tab**, We added a new checkbox to print the check date with a four-digit year (ie: 2020). This is to prevent someone from adding numbers after “20”. You still enter just the last (2) digits of the year on the screen, but (4) digits will print on the check.
- 2) The W-4 changes:

If someone is using the **New W4** form you will need to go to **Setup** → **Payroll** → **Check-Writing Employee Setup**. On the **Jurisdictions** *tab* we have expanded the screen to include a *radio button* to indicate which W-4 you are using for this employee. If you select the 2020 W-4, you have the option of indicating HOH for tax table selection. You can indicate how many qualifying children and other dependents you are claiming and whether or not you have marked the checkbox in Step 2 on the new W4 form.

There is a note on the screen that if the employee is single/HOH or married filing separately and expects to earn > 200K in taxable income for the year, they should NOT claim any of the credits. The same is true if a married filing jointly employee expects to report > 400K for the year.

We have changed the PR Check Tax analysis to accommodate all of these changes. The PR Check Tax analysis is a very good tool for verifying the accuracy of the new tax calculations. (CCB: **Utilities** → **Transaction Utilities** → **PR Check Tax Analysis**)