

Well it is that time of year again...

We have attached the two pdf's and the Import file.

PDF'S

- **PAYE Tables to be created.**
 - Go to Payroll and Human Resources.
 - Payroll Administration
 - PAYE Deduction Tables Maint.

You need to **insert** the two new Tax Scales as shown in the PDF, this must be done before the import is run.

- **April 2009 Tax Tables**

This is to check once you have imported

Import File

- **Newtaxnz.DBF**
 - Go to where Ezy is stored on the Server
 - Find the Foxfxp folder
 - Save the DBF in this folder

Once saved

- Go to Payroll and Human Resources.
 - Payroll Administration
 - PAYE Deduction Tables Maint.

Select Import, hit the enter button, please do not change the Import file path and then you can send to screen or printer.

Once you have completed this process, please run the report and check against the "April 2009 Tax Tables.pdf"