

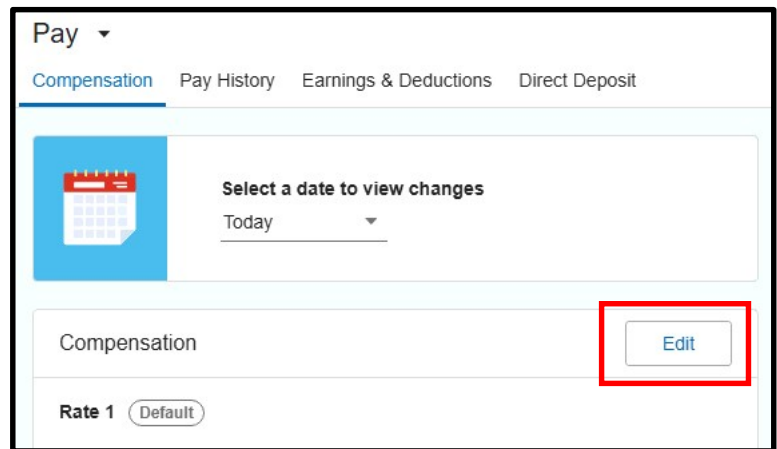
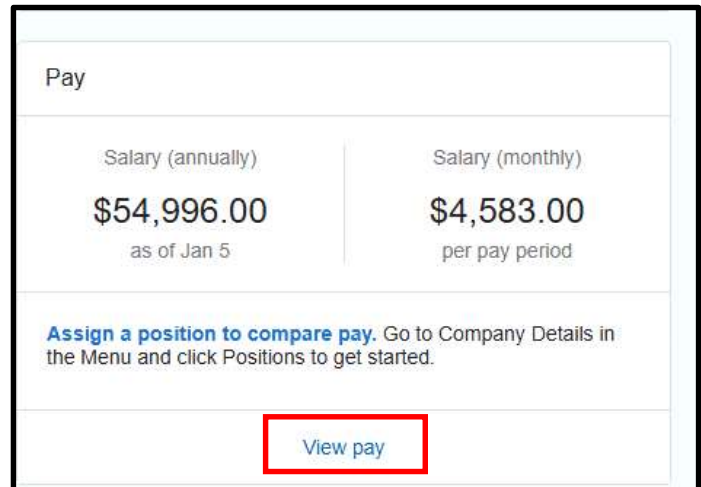
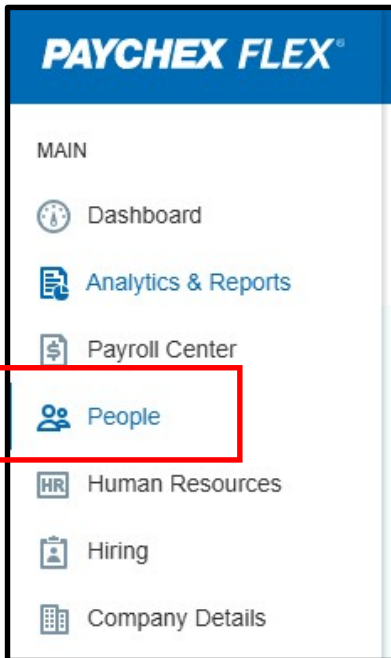
Payroll System Updating Guide

These materials are designed to help you update Paychex using the figures provided in your Payroll Plan. Please let us know if you have any questions about the plan, as we are happy to review the numbers together.

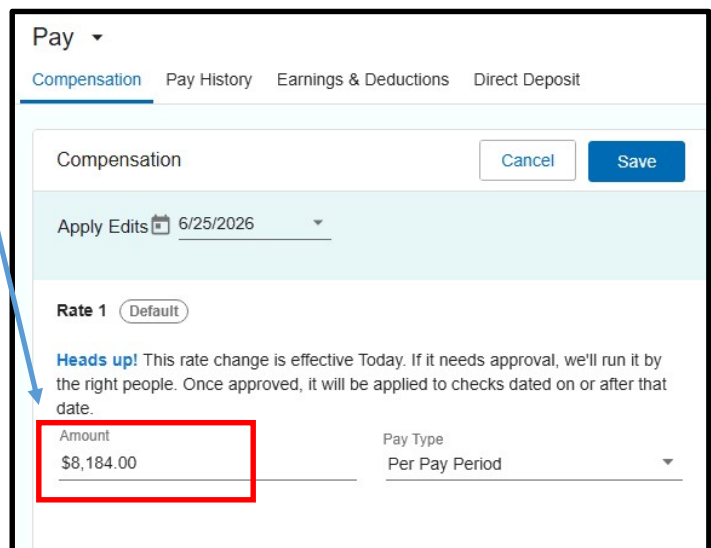
If you need assistance navigating Paychex or would like formal training, we can gladly put you in touch with their technical support team. Outside of formal training, you can utilize their live chat option or contacting Suzanne Enk: senk@paychex.com or (844) 729-9247 x5201363.

Screenshots outlined in black are from the Paychex platform, while those outlined in green are from a sample Payroll Plan.

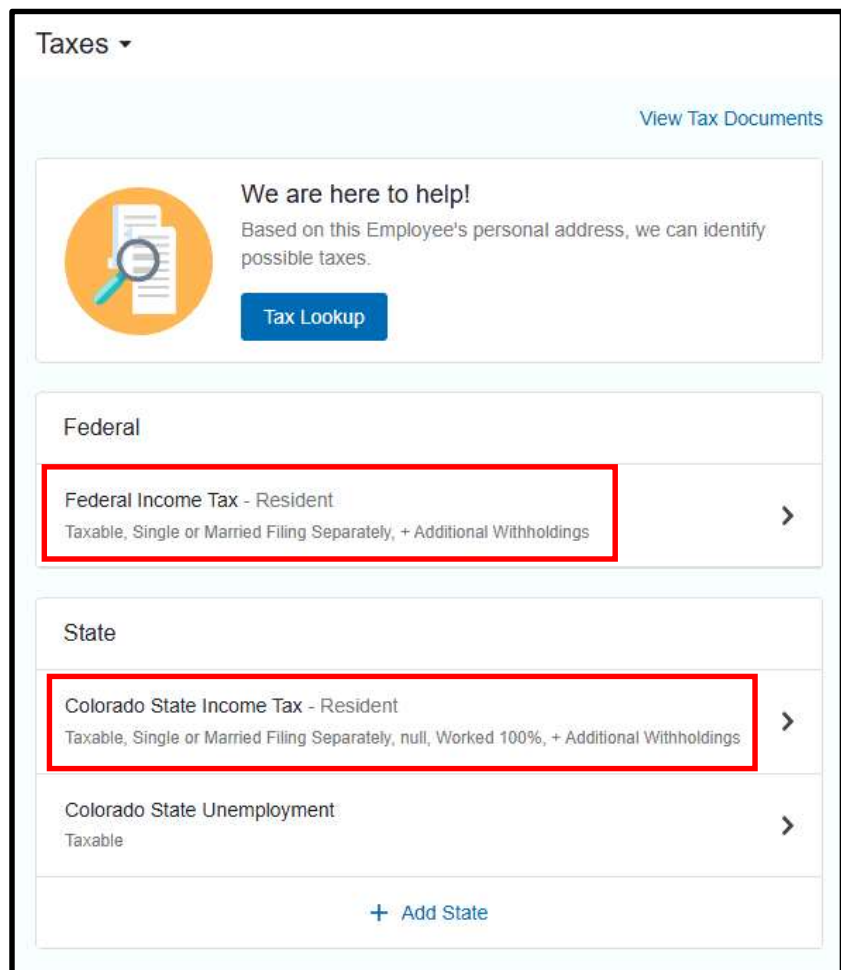
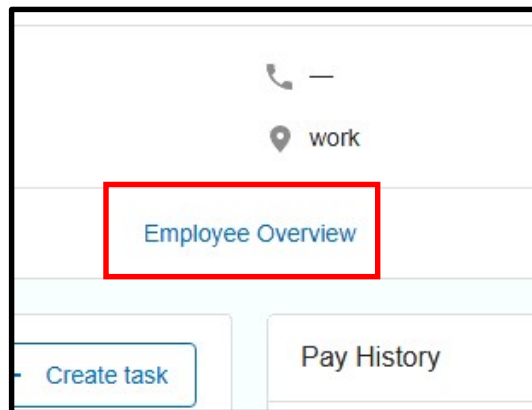
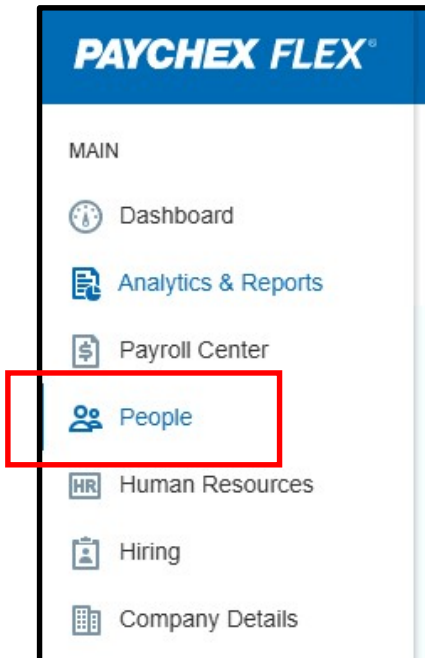
Paychex – Gross Wages



	Annual Payroll	Aug
1 Salary, CO	73,000	8,184
2 Salary, N/A	-	-
3 Total Salary	73,000	8,184
4 Social Security	4,526	507
5 Medicare (calcs surtax)	1,059	119
6 Other Tax (SDI @ 1.3% for CA)	-	-
401k Owner (employee) Deferral	-	-
7 Outside W-2 401k/403(b) Total	-	-
8 401k Pre-Tax (max 24,500)	24,500	2,042
Plus Catchup (max 8,000)	8,000	667
Plus Catchup 60-63 (max 3,250)	-	-
9 401k Roth (max 24,500)	-	-
Plus Catchup (max 8,000)	-	-
Plus Catchup 60-63 (max 3,250)	-	-
10 Net Check Before Income Tax		4,850



Paychex – Withholdings (Part 1)



Paychex – Withholdings (Part 2)

	Annual Payroll	Aug
1 Salary, CO	73,000	8,184
2 Salary, N/A	-	-
3 Total Salary	73,000	8,184
4 Social Security	4,526	507
5 Medicare (calcs surtax)	1,059	119
6 Other Tax (SDI @ 1.3% for CA)	-	-
401k Owner (employee) Deferral	-	-
7 Outside W-2 401k/403(b) Total	-	-
8 401k Pre-Tax (max 24,500)	24,500	2,042
Plus Catchup (max 8,000)	8,000	667
Plus Catchup 60-63 (max 3,250)	-	-
9 401k Roth (max 24,500)	-	-
Plus Catchup (max 8,000)	-	-
Plus Catchup 60-63 (max 3,250)	-	-
10 Net Check Before Income Tax		4,850
State, Local Income Tax Needed		
11 CO	7,000	583
N/A		
Net Check Before FIT		4,266
13 Federal Income Tax Needed	20,000	1,667
14 Approximate Net Check		2,600

Federal Tax Details Actions

Federal Edit

Federal Income Tax

Taxability	Taxable
Taxes Withheld	Yes
Residency	Resident

Other Income Enter Dollar Amount	Deductions Enter Dollar Amount
Extra Amount	Additional Percentage
Override Amount \$1,667.00	Override Percentage

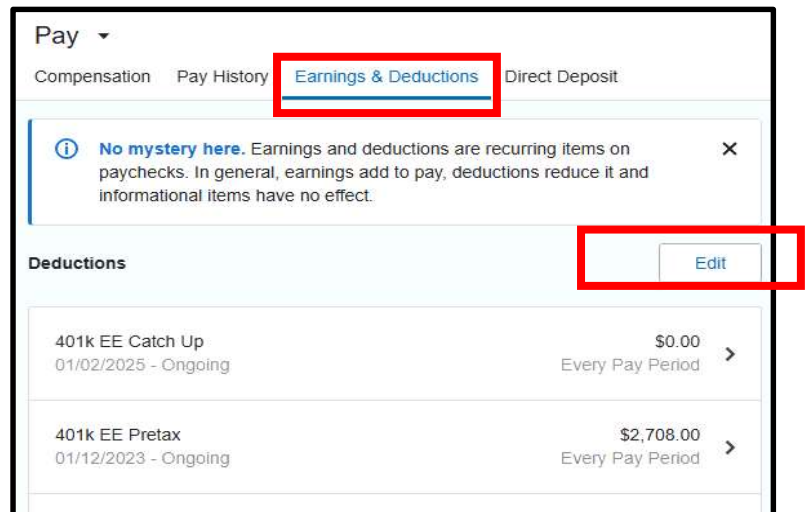
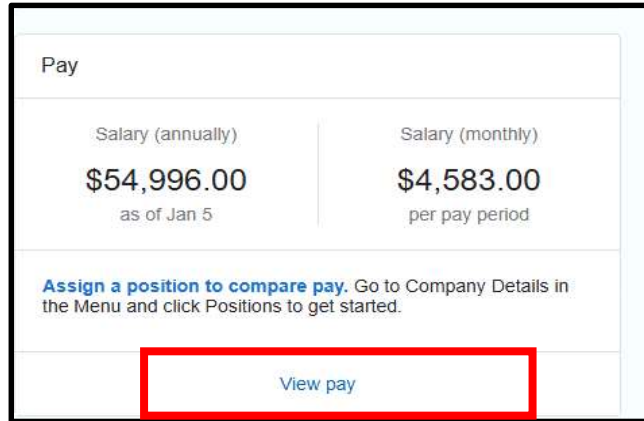
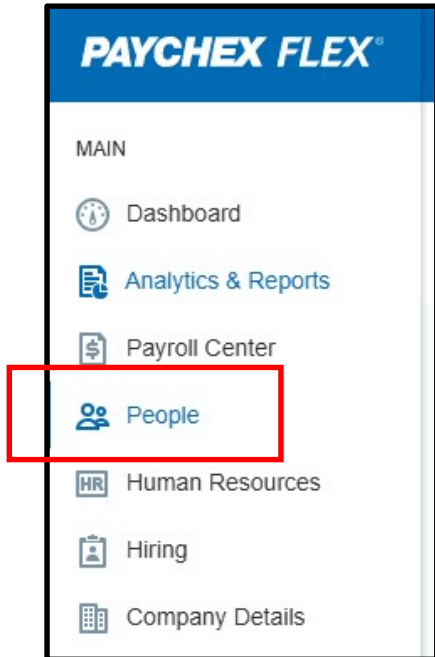
State Tax Details Edit

Colorado State Income Tax

Filing Status	Single or Married Filing Separately
Residency	Resident
Annual Withholding Allowance Override (\$)	—

Annual Withholding Allowance Override (\$) Enter Value	Taxes Withheld ⓘ ☒ Yes ☐ No
Taxability Employee is taxable. Contact Paychex to modify taxability.	Additional Amount
Additional Percentage	Override Amount \$583.00
Override Percentage	

Paychex – 401K (Part 1)



Paychex – 401K (Part 2)

	Annual Payroll	Aug
1 Salary, CO	73,000	8,184
2 Salary, N/A	-	-
3 Total Salary	73,000	8,184
4 Social Security	4,526	507
5 Medicare (calcs surtax)	1,059	119
6 Other Tax (SDI @ 1.3% for CA)	-	-
401k Owner (employee) Deferral		
7 Outside W-2 401k/403(b) Total	-	-
8 401k Pre-Tax (max 24,500)	24,500	2,042
Plus Catchup (max 8,000)	8,000	667
Plus Catchup 60-63 (max 3,250)	-	-
9 401k Roth (max 24,500)	-	-
Plus Catchup (max 8,000)	-	-
Plus Catchup 60-63 (max 3,250)	-	-
10 Net Check Before Income Tax		4,850

Earnings & Deduction Details

Cancel Save

401k EE Pretax Delete

Apply Edits 6/25/2026

Effect on Pay: Reduces pay

Calculation: Flat Dollar Amount

Amount *
\$2,042.00

Start Date * 1/12/2023

End Date Enter date

Include in Payrolls ① By Pay Period

Frequency Every Pay Period

Earnings & Deduction Details

Cancel Save

401k EE Catch Up Delete

Apply Edits 6/25/2026

Effect on Pay: Reduces pay

Calculation: Flat Dollar Amount

Amount *
\$667.00

Start Date * 1/2/2025

End Date Enter date