

## **PAYE Tax Calculator**

### Installation Instructions

#### **Installation:**

Just unzip the file and save taxcalc.exe to somewhere on your computer, or create a new folder such as C:\Calculators and extract it to that location.

Right click the taxcalc.exe file and choose "Send To" and then "Desktop (create shortcut)". Drag or copy the shortcut to where ever convenient – Quick Launch bar, folder or start menu etc.

#### **Uninstall:**

Right click the taxcalc.exe file and choose delete.

Delete any created shortcuts, taxcalc.exe, this instructions.txt, and the original downloaded file.

N.B The program itself makes no changes to your machine or its registry, nor incorporates any spyware, usage reporting, or advertising other than the opening splash screen. You will need to download the latest version whenever tax tables change though.

#### **Usage:**

Taxcalc operates much as any desktop calculator or like the built in windows one.

You can click on the keys with the mouse or use the keyboard.

E.g. typing: 2+2\*3= shows 12 (The enter key also acts as =).

For details on additional keys and options just hold the mouse over them for a moment. Items shown in blue are all PAYE related. Select the pay period, tax code required, then type in the amount and click the PAYE button - results appear in the top pane.

For example, an employee is on salary of \$37500 PA with an M tax code and student loan.

How much is this per fortnight?

Type keys as follows:

Click fortnightly, M, SL ticked, then

37500/26=(Alt Y or click PAYE).

For a different amount just type it - you don't need to hit C.

So simple - quicker than opening the file cabinet for the tax tables - and you still have to find the correct page and do the salary division!

#### **IRD Number Validation Check:**

Plus - You won't find this in any tax table - enter the employee IRD number in the bottom box and press validate. Note that existing numbers need a leading zero as IRD is about to run out of 8 digit ones and the calculator therefore requires 9 to be typed.

#### **Liability:**

The user accepts all liability for any Tax calculation errors due to the use of this calculator. While believed to be accurate to the IRD tax tables, other factors such as; lump sum payments, child support, ESCT and allowances may affect the PAYE tax liability.