



Data Tec, Inc., P.O. Box 31576, Des Peres, MO 63131
 Voice (636) 256-7401 Fax (636) 230-6801 www.ezdent.com

EasyPayroll Updates Jan. 2011

Dec. 28, 2010

Dear Doctor & Staff,

Again this year there is **NO CHARGE** for Internet updates to EasyPayroll program changes and the 2011 tax table updates.

For an optional \$35 charge we can mail you an update CD. If you want the CD mailed then just fill out the information below, otherwise follow all the instruction on the following page to install the Free Internet updates.

- PLEASE PRINT CLEARLY -

Practice Name: _____

Practice Phone Number: _____

<input type="checkbox"/> MasterCard	_____	_____
<input type="checkbox"/> Visa	Card Number	Security
<input type="checkbox"/> American Express		Code

____/____/____	_____
Expiration Date	Street (Where your Charge Card Bill is sent)

Zip Code (Where your Charge Card Bill is sent)

\$ _____	_____
Dollar Amount	Print Clearly Charge Card Holder Name

Charge Card Holder Signature Date

FAX NUMBER
(636) 230-6801

Thank you,

Hal Goodall

EasyPayroll Update Jan. 2011 Via the Internet

Dear Doctor & Staff,

Download the 2011 updates from our web site. **Don't wait until the last minute to install the update!** Remember there is a payroll report option on the menu, to quickly print off W2 information for 2010.

Update Steps

__1. After you have completed your last payroll for 2010, make sure it is at least January 1st, 2011, or later. Your computers date must indicate the year 2011.

__2. **Back up** your EasyPayroll data. It is the **C:\EZWPAYROLL\DATA** folder

__3. **Restart your computer**, turn it completely off and back on (**this is a must!**)

(Do Not Start the Payroll Program)

__4. **Download the update directly from: www.ezdent.com/updates/Pay2011A.exe**

An alternative method is to go to our home page, www.ezdent.com
Then select the top option "Support", then "Downloads", and on the "Downloads" Page select the "**EasyPayroll Updates for Jan 2011 (including Tax Tables)**" link.

__5. Run the downloaded "**Pay2011A.exe**" file on the computer where EasyPayroll is installed. Click the "Unzip" button, after the Unzip is complete exit the Unzip Window. The Unzip Password is: **pwpasword** (all lower case)

__6. Start your EasyPayroll software. You will need to update **each employee** record for the New Year. This is easy to do.

First

- Remember to print out all W2 information for 2010 (Print W2 Report on Menu)
- Select the EasyPayroll menu "Employee Record" option, bring up an employee.
- Use the yellow "Help" button on the bottom of the screen.
- Select the red "New Year" tutorial button, and read the tutorial.

Then for Each Employee, from their Employee Record screen:

- Don't touch the Year Field, use "**New Year**" button on the bottom of screen.
- Follow all On Screen Prompts carefully, this should change the **FICA OASDI: Percent to 4.2% and the Max Year value to 4485.60**
- Save changes and repeat these steps for **each employee**.

(Note: In 2011 the employee FICA OASDI percentage is 4.2% but the employers Percentage remains 6.2%. This should automatically be reflected on your Payroll reports.)