# Net Paycheck Calculator Instructions

1. Go to:  http://www.paycheckcity.com/calculator/netpay/us/pennsylvania/calculator.html

2. Select appropriate check date and state (PA, VA, NJ, or MD only)

3. Complete the following fields within the General Information Section:

   Enter gross pay (current earnings under "Hours and Earnings" plus any "employer paid benefits" that are taxable.  You can locate these benefits under the "employer paid benefits" section of your pay statement, they will be the items with a * behind them).  Select "per pay period" from the drop down.

   Pay Frequency = bi-weekly

   Federal Filing Status, # of Federal Allowances, and Additional Fed. Withholding = what you have complete on your W4 (This can be found on your pay statement in the upper right hand corner under "TAX DATA").

   Round Federal Tax Withholding = No

4. Complete the following fields within the **State/Local Information** Section:

   PA or any state other than MD, VA, NJ:
   - PA SUI = Yes
   - Exempt State = NO
   - Additional State Withholding = any *additional* amount you would like to have withheld each pay
   - Work Address = 300 N Washington Street, Gettysburg, PA  17325
     - Resident = Yes
     - Exempt = NO

   | School District | Percentage |
   | --- | --- |
   | Upper Adams | 1.6 |
   | Conewago Valley | 1.5 |
   | Fairfield | 1.5 |
   | Gettysburg | 1.7 |
   | Littlestown | 1.00 |
   | Out of Adams County | 1.00 |

   MD residents only:
   - Exemptions = number of exemptions from MD state tax form (This can be found on your pay statement in the upper right hand corner under "TAX DATA").
   - Filing Status = married, single, or married but use single rate
   - Additional State W/H = any *additional* amount you would like to have withheld each pay
   - Work Address = 300 N Washington Street, Gettysburg, PA  17325

- o Resident = Yes
- o Exempt = NO

VA residents only:
- Personal exemptions = number of exemptions from VA state tax form (This can also be found on your pay statement in the upper right hand corner under "TAX DATA").
- Additional State W/H = any *additional* amount you would like to have withheld each pay

5. Voluntary Deduction Section:

You can select up to 10 voluntary deductions (these can be obtained from your pay statement under "before-tax deductions". For example: medical, dental, pension, flex, etc.)

Give a brief description for each one and enter the deduction amount per pay. Behind the amount select which ever is appropriate for the deduction - % of gross or $ Fixed Amount

Below is a chart indicating what deduction is considered exempt:

| | Federal | Social Security | Medicare | PA State | Local | MD State | VA State |
|---|---|---|---|---|---|---|---|
| Medical | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Dental | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Pension | ✓ | | | | | ✓ | ✓ |
| Flex Medical | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Flex Dependent | ✓ | ✓ | ✓ | | | ✓ | ✓ |

6. Click calculate

Once the calculated figure appears you will need to subtract any general deductions you have deducted from your pay (these can be obtained from your pay statement under "after-tax deductions". For example computer loan, dining services). You will also need to subtract the taxable employer paid benefits as they are only taxed and not added to your actual gross wages.

**MD residents** will also need to deduct .06% from the gross income for the PA unemployment tax. This figure is located on your pay statement under "taxes" - PA Unempl EE as well as $2.00 for local services tax. *Please also note that your state tax will most likely be higher than what is indicated on the calculation.*

**VA and NJ residents** will also need to deduct .06% from the gross income for the PA unemployment tax. This figure is located on your pay statement under "taxes" - PA Unempl EE. You will also need to deduct 1% local withholding as well as $2.00 for local services tax.

*This is an estimate of your net pay.*