

## Net Paycheck Calculator Instructions

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

2. Select appropriate tax year and state (PA, VA, 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:

Tax Rate = Regular

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”).

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”).
- County tax %= enter appropriate percentage. Percentages can be located at  
<http://taxpros.marylandtaxes.com/guides/businessstax/withholding/2005ptables.asp>

Additional State W/H = any *additional* amount you would like to have withheld each pay

PA residents only:

- Earned Income Tax %= The current local tax rate you are having withheld each pay

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

- LS Tax = Gettysburg College currently withholds \$52.00 per year
- PA SUI = mandatory

#### 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 each deduction is exempt from:

	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 college store, 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.

VA and MD residents will also need to deduct .08% from the gross income for the PA unemployment tax. This figure is located on your pay statement under “taxes” - PA Unempl EE

*This is an estimate of your net pay.*