

TAXABLE SALARY WORKSHEET

To calculate the taxable salary for officers and employees follow the steps below.

- Step A** Enter Compensation Board Monthly Salary (“Mo CB Sal”).
- Step B** Enter Locality Monthly Salary (include supplement if there is one).
- Step C** Enter the total monthly premiums/ flex benefits (deductions before taxes) .
- Step D** Subtract Step C from Step B- This is the Locality Monthly Taxable Salary. =
- Step E** If the CB Monthly Salary (Step A) is less than the Locality Monthly Taxable Salary Step D, Enter 0, you will **not** need to enter a taxable salary in SNIP =
- Step F** If the CB Monthly Salary-Step A is more than the Locality Monthly Taxable Salary Step D, **ENTER** Step D- Locality Monthly Taxable Salary **Here** and enter in SNIP "Mo Tax Sal" column =
- Clerks- Attorneys- Sheriffs & Superintendents <STOP HERE>**
- Step G** *Treasurers and Commissioners - Employees ONLY*
- Multiply the answer for Step F (Locality Monthly Taxable Salary) by .5. X
- Enter this amount into the SNIP 'Mo Tax Sal' column.<stop here> =
- Step H** *Treasurers and Commissioners - Officers ONLY*
- 1 Enter Officer's 1980 Annual salary
- 2 Enter Compensation Board Monthly Payable Salary
(CB Annual Salary /12)- Less (1980 Salary / 12 x .5)= Officer Mo Payable Salary
- 3 Enter the "CB Monthly Salary" from Step A
- 4 Divide STEP H-2 "Mo Pay Sal" by STEP H- 3 "CB Mo Sal" and Enter Percent . /
- 5 Enter Locality Monthly Taxable Salary from STEP F X
- 6 Multiply H-4 by H-5 = Monthly Taxable Salary. Enter this amount in SNIP =
in the "Mo Tax Sal" column. If 0, do not enter a taxable salary in SNIP

Example of where to enter:

Sel: _ 97/02 Loc: 888 Off: 320 Name: OFFICER'S NAME		804-786-0787
Pos	SSN	Last Name
Mo CB Sal	Mo Tax Sal	Mo Pay Sal
00003 8888888888	JOHNSON	BA
1950.08		1950.08
1950.08	1496.98	1950.08

IF ONE OF YOUR EMPLOYEES PARTICIPATES IN THE CAFETERIA PLAN, YOU **MUST** RECALCULATE AND POSSIBLY ADJUST THE “MO TAX SAL” WHENEVER ANY OF THE FOLLOWING OCCURS:

1. The employee deduction increases or decreases (i.e. insurance premium).
2. Employee receives a Compensation Board salary increase.
3. Locality supplements the employees’ salaries and the supplement is increased.

If you do not know what the pre-tax deductions are, please contact the payroll person in your locality.