

Quick Reference Guide 2018

Federal Rates and Limits Social Security (OASDI) Wage Base \$128,400 Medicare Wage Base No Limit Social Security (OASDI) Percentage 6.2% Medicare Percentage 1.45% (2.35% for individuals earning over \$200,000) Max. Social Security (OASDI) Withholding \$7,960.80 Max. Medicare Withholding No Limit		Mileage Rates Business .54.5/mile Medical .18/mile Moving .18/mile Charitable .14/mile
Retirement Plans Maximum Elective Deferral to 401(k) and 403(b) \$18,500 Maximum Elective Deferral to SIMPLE IRA Plans \$12,500 Maximum Annual Contribution to Defined Contribution Plans \$55,000 or 100% Comp. (lesser of the two) Maximum Annual Contribution to Keogh or SEP-IRA \$55,000 Maximum Annual Compensation Taken into Account for Contributions \$275,000 Threshold Amount for Definition of Highly Compensated Employees \$120,000 Threshold Amount for Definition of Key Employee in Top-Heavy Plans \$175,000		Federal Minimum Wage \$7.25 FLSA employers are required to follow federal minimum wage rules when the state minimum wage is less than the federal minimum wage.
Catch-Up Contribution Limits <i>Individuals who will be at least age 50 by the end of the year can make catch-up contributions</i> 401(k) Plans \$6,000 SIMPLE Plans \$3,000		

State Rates and Information

State	State Withholding Tax Rate %	State Unemployment Taxable Wage Base Limit	Unemployment Rate Range for Negative and Positive Fund Employers	State Unemployment New Business Rate (Rates do not include surcharges unless noted.)	State Minimum Wage	State Minimum Wage with Tips
MA	5.1%	\$15,000	.73%-11.13%	1.87% New Employer, 6.27% New Construction	\$11.00	\$3.75
NH	No State Withholding	\$14,000	0%-7.5%	1.7%	\$7.25	\$3.26
NY	9.62%	\$11,100	1.7%-9.5%***	3.925%	\$10.40	Varies by Type of Tipped Employee
VT	24% of Federal Withholding for non-periodic payments. Use the withholding tables for periodic supplemental	\$17,600	1.3%-8.4%	1.0%-6.4%*	\$10.50	\$5.25

*Rates vary by industry. **Rates include surcharges.

***Special rules apply to minimum wage standards for this state. Please refer to state laws.

****For specific rate please reference the state withholding tables.

2018 Holiday Check Dates

Even though your local bank may be open, the Federal Reserve is **closed on the dates identified below**. If your check date falls on one of these days, **YOU MUST CHANGE IT**.

- ✓ Please take a moment to look at your 2018 payroll schedule to determine if you are affected by these dates.
- ✓ Work with your Client Service Representative to **adjust your call in, fax or submission date, as well as your check date**.
- ✓ Please remember that you must submit your payroll **by 1:00pm two business days prior** to your check date.
- ✓ Staff reminder calls to clients are done as a courtesy and may not always be possible during peak production times.



The Federal Reserve and/or PayData will be closed on the following days:

◻ = Federal Reserve CLOSED

▲ = PayData CLOSED

◻ ▲ January 1st, 2018 - New Year's Day

◻ ▲ September 3rd, 2018 - Labor Day

◻ January 15th, 2018 - Martin Luther King Day

◻ ▲ October 8th, 2018 - Columbus Day

◻ ▲ February 19th, 2018 - President's Day

◻ November 12th, 2018 - Veteran's Day

◻ ▲ May 28th, 2018 - Memorial Day

◻ ▲ November 22nd, 2018 Thanksgiving Day

◻ ▲ July 4th, 2018 - Independence Day

▲ November 23rd, 2018 - Day After Thanksgiving

◻ ▲ December 25th, 2018 - Christmas Day