



Sage 300 U.S. Payroll

Q4 2024 Release Notes

December 2024

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Product update release notes

Important! All customers who update, maintain, and use Sage 300 U.S. Payroll should read these release notes to obtain valuable information about changes to the software program and payroll legislative database.

Product update information

Product: Sage 300 U.S. Payroll

Version: Product Update Q4 2024

If we receive additional payroll tax changes for this period and/or this year, a new update will be made available.

Software requirements

To use this product update, you must have Sage 300 U.S. Payroll 8.0, which is supported in Sage 300 2025, 2024 PU3, 2023 PU7, and 2022 PU8.

Note: If running Sage 2025 and Payroll Web Screens,

- Sage 2025 PU1 is required.
- If Canadian and US Payroll are installed, you must install the same Payroll Tax Update otherwise you will not be able to login to Sage 300 Web Screens.

Support and resources

Sage strives to provide you with the best help and support in the industry. If you have a question, we're here to help!

- **Help and documentation:** Many answers to common questions can be found in the help and documentation included with Sage 300. Visit the [Sage 300 Product Documents website](#) for access to more documents.
- **Sage University:** Learn pro tips for year-end processing in online or classroom courses. Visit <http://SageU.com> and log on or create an account to register for training.
- **Community Hub Year-end Center:** Visit <https://communityhub.sage.com/p/yearend> for help, guidance, documents, and downloads specific to Sage 300 Payroll and Year end 2024.
- **Community Hub:** Visit <https://communityhub.sage.com/us> for blogs, tips, and guidance specific to Sage 300.
- **Customer Support:** For additional articles and resources, visit the Sage Knowledgebase at <https://us-kb.sage.com/portal/ss/> or contact Customer Support at 800-253-1372 (U.S. and Canada). Please have your Sage Customer Number handy when contacting Support.
- **Tax forms:** Because all printed forms have variations, Sage 300 Payroll only supports forms printed by Sage Checks and Forms. Call Sage Checks and Forms at 800-617-3224 or order online at www.SageChecks.com.

Tip: For information about ordering W-2 forms, see Sage Knowledgebase article: [Which forms should I order for year-end? \(Solution ID: 223924750040172\)](#).

Payroll Tax Updates

The following federal, state, and local tax changes are included in this update.

Federal Legislative Updates

Federal Withholding Tax Changes for 2025

The IRS released draft withholding and allowance amount tables for wages paid on or after January 1, 2025.

Social Security Wage Base

Maximum earnings subject to Social Security (OASDI) tax will increase to \$176,100 in 2025.

State and Local Legislative Updates

This section lists state and local legislative updates available with this release. If a state or locality is not listed in this section, there are currently no tax updates or product modifications for that state or locality.

Note: Sage 300 U.S. Payroll includes some system-supported State Disability Insurance (SDI) codes, which are updated automatically (for example, with rate changes) when you install product updates. To use these codes, your SDI codes must match the system-supported codes.

If you use custom tax codes to capture SDI taxes, note the following:

- If your codes match the system-supported tax codes, you should review the tax code setup before processing payroll.
- If your codes do not match the system-supported tax codes, you can switch to using the system-supported codes. To do this, you must deactivate your custom tax codes, and then set up the system-supported tax codes.

- Regardless of whether or not your codes match the system-supported tax codes, you must follow your existing procedures for reporting and filing SDI taxes as custom taxes.

Information about changes to specific system-supported SDI codes is included in the sections for the related states.

Alabama

The following local taxes have either been added or have updated rates in the supported tax tables:

Code	Description	Rate	Effective Date
AL0034	Irondale CT Regular IT	0.5%	10/01/2024

California

- California withholding tables and instructions have been updated for 2025. Refer to the state publication for more details.
- State disability insurance tax (CASDI) information is updated for 2025. Effective for wages paid on or after January 1, 2025:
 - The withholding rate is 1.2%

Colorado

- The Unemployment Insurance wage baselimit changes to \$27,200 for 2025.
- For the Colorado Paid Family and Medical Leave plan, the wage base limit changes to \$176,100 for 2025.
 - For more information, including details about setting up payroll codes, see Sage Knowledgebase article [225924650095277](#).

Connecticut

- The Unemployment Insurance wage baseline changes to \$26,100 for 2025.
- For the Connecticut Paid Family and Medical Leave plan, the wage base limit changes to \$176,100 for 2025.
 - For more information, including details about setting up payroll codes, see Sage Knowledgebase article [220924660108247](#).

Delaware

- The Unemployment Insurance wage baselimit changes to \$12,500 for 2025.
- A new Delaware Paid Family and Medical Leave plan will be effective January 1, 2025.
 - For more details about setting up related local tax codes, see Knowledgebase article [241122171138383](#).

Indiana

The following local taxes have either been added or have updated rates in the supported tax tables:

Code	Description	Rate	Effective Date
IN0060	Henry 33 CO Regular (NR) IT	2.02%	10/01/2024
IN0068	Fulton 25 CO Regular (NR) IT	2.88%	10/01/2024
IN0072	Fayette 21 CO Regular (NR) IT	2.82%	10/01/2024
IN0077	Decatur 16 CO Regular (NR) IT	2.45%	10/01/2024
IN0152	Henry 33 CO Regular IT	2.02%	10/01/2024
IN0160	Fulton 25 CO Regular IT	2.88%	10/01/2024
IN0164	Fayette 21 CO Regular IT	2.82%	10/01/2024
IN0169	Decatur 16 CO Regular IT	2.45%	10/01/2024

Illinois

- The Unemployment Insurance wage baseline changes to \$13,916 for 2025.

Iowa

- The Unemployment Insurance wage base limit changes to \$39,500 for 2025.
- Effective January 1, 2025, there are new Iowa W-4 form requirements. In the Filing Status field on the Payroll Employees Tax Info window, the following new filing statuses are available for the Iowa State Income Tax (IASIT):
 - Other, or Married Filing Jointly with Spouse Having Earned Income
 - Married Filing Jointly with Spouse Having No Earned Income, or Qualified Surviving Spouse
 - Head of Household
 - W-4 form 2023 or earlier - Single
 - W-4 form 2023 or earlier - Married

Kentucky

Kentucky withholding tables and instructions have been updated for 2025. Refer to the state publication for more details.

The following local taxes have either been added or have updated rates in the supported tax tables:

Code	Description	Rate	Effective Date
KY0096	Warsaw CT Regular IT	1.75%	07/01/2025
KY0161	Jackson CT Regular IT	1.5%	01/01/2025

Wage base limits have been updated for the following local taxes:

Maine

Code	Description	Wage base limit	Effective Date
KY0009	Highland Heights CT Regular IT	\$176,100	01/01/2025
KY0013	Newport CT Regular IT	\$176,100	01/01/2025
KY0016	Kenton CO Regular IT	\$176,100	01/01/2025
KY0020	Florence CT Regular IT	\$176,100	01/01/2025
KY0022	Crestview Hills CT Regular IT	\$176,100	01/01/2025
KY0023	Covington CT Regular IT	\$176,100	01/01/2025
KY0024	Cold Spring CT Regular IT	\$176,100	01/01/2025
KY0025	Campbell CO Regular IT	\$176,100	01/01/2025
KY0027	Boone CO Regular IT	\$77,400	01/01/2025
KY0029	Alexandria CT Regular IT	\$176,100	01/01/2025
KY0093	Wilder CT Regular IT	\$176,100	01/01/2025
KY0178	Fort Wright CT Regular IT	\$176,100	01/01/2025
KY0188	Edmonton CT Regular IT	\$176,100	01/01/2025
KY0204	Breathitt CO Regular IT	\$176,100	01/01/2025
KY0276	Union CT Regular IT	\$176,100	01/01/2025
KY0279	Campbell CO Mental Health Regular IT	\$176,100	01/01/2025
KY0161	Jackson CT Regular IT	\$176,100	01/01/2025

Maine

- Maine withholding tables and instructions have been updated for 2025. Refer to the state publication for more details.
- A new Maine Paid Family and Medical Leave plan will be effective January 1, 2025.
 - For more details about setting up related local tax codes, see Knowledgebase article [241122171043773](#).

Massachusetts

- For the Massachusetts Paid Family and Medical Leave plan, the wage base limit changes to \$176,100 for 2025.
 - For more information, including details about setting up payroll codes, see Sage Knowledgebase article [225924650095277](#).

Michigan

- Michigan withholding tables and instructions have been updated for 2025. Refer to the state publication for more details.

Missouri

- Missouri withholding tables and instructions, including rates on supplemental wages, have been updated for 2025. Refer to the state publication for more details.
- The Unemployment Insurance wage baseline changes to \$9,500 for 2025.

Montana

- The Unemployment Insurance wage baseline changes to \$45,100 for 2025.

Nebraska

- Nebraska withholding tables and instructions have been updated for 2025. Refer to the state publication for more details.

New Jersey

- The Disability and Family Leave plan has been updated for 2025. Effective for wages paid on or after January 1, 2025:

New Mexico

- The Disability and Family Leave plan wage base limit changes to \$165,400 for 2025.
- The new Disability Insurance rate is 0.23%
- The new Family Leave Insurance rate is 0.33%
- For more information see Knowledgebase articles [220924660108199](#) and [22092460102273](#).

New Mexico

- New Mexico withholding tables and instructions have been updated for 2025. Refer to the state publication for more details.

New York

- The Unemployment Insurance wage base limit changes to \$12,800 for 2025.
- There are changes in the New York Paid Family Leave for 2025. Refer to the state publication for more details.
 - For more information, see Sage Knowledgebase article [225924450088150](#).

Nevada

- The Unemployment Insurance wage base limit changes to \$41,800 for 2025.

Oklahoma

- The Unemployment Insurance wage baseline changes to \$28,200 for 2025.

Ohio

The following local taxes have either been added or have updated rates in the supported tax tables:

Ohio

Code	Description	Rate	Effective Date
OH0073	Ridgeway VI (Log) Regular IT	1%	07/01/2024
OH0074	Ridgeway VI (Har) Regular IT	1%	07/01/2024
OH0134	Rittman CT Regular IT	1.5%	01/01/2025
OH0236	Mansfield CT Regular IT	2.25%	01/01/2025
OH1072	Zanesville-Perry TP JEDD CT Regular IT	1.9%	01/01/2024
OH1073	Orange TP JEDD CT Regular IT	2.5%	10/01/2024
OH0946	Circleville-Pickaway TP JEDD CT Regular IT	2%	01/01/2025
OH1075	Bainbridge TP-Aurora JEDD CT Regular IT	2%	01/01/2025
OH1049	Valley View JEDD CT Regular IT	1.25%	01/01/2025
OH0031	Brimfield Tallmadge JEDD CT Regular IT	2%	01/01/2025
OH0263	Circleville CT Regular IT	2%	01/01/2025
OH0310	Coldwater VI Regular IT	1.5%	01/01/2025
OH0374	Mingo Junction VI Regular IT	2%	01/01/2025
OH0444	Jamestown VI Regular IT	1%	01/01/2025
OH0560	Bluffton VI Regular IT	1.65%	01/01/2025
OH0603	Mount Gilead 5903 SD Regular IT	0.75%	01/01/2025
OH0796	Brimfield-Kent JEDD CT Regular IT	2%	01/01/2025
OH1074	Rushville VI Regular IT	1%	01/01/2025

Wage base limits have been updated for the following local taxes:

Code	Description	Wage base limit	Effective Date
OH0891	Green TP JEDD II CT Regular IT	\$136,396	01/01/2025
OH0892	Green TP Western Ridge JEDD CT Regular IT	\$143,991	01/01/2025
OH0893	Mercy West JEDD III CT Regular IT	\$106,189	01/01/2025
OH0948	Harrison Greene JEDD IV CT Regular IT	\$132,525	01/01/2025
OH0971	UDF-North Bend JEDD V CT Regular IT	\$127,757	01/01/2025
OH1007	McAlisters JEDD VI CT Regular IT	\$124,884	01/01/2025

Oregon

OH0891	Green TP JEDD II CT Regular IT	\$136,396	01/01/2025
OH0892	Green TP Western Ridge JEDD CT Regular IT	\$143,991	01/01/2025

Effective December 31, 2024, the following local tax has been expired:

Code	Description
OH1001	Clinton-Massie 1402 SD Regular IT
OH1005	Alexander 0501 SD Regular IT

Effective January, 1 2025, the following local tax has a description change:

Code	Description
OH1017	Jackson-Canton TOC JEDD CT Regular IT

Oregon

- The Unemployment Insurance wage baseline changes to \$54,300 for 2025.
- The paid Family Leave plan wage base limit changes to \$176,100 for 2025.
 - For more information see Knowledgebase article [221924660117849](#).

The following local taxes have either been added or have updated rates in the supported tax tables:

Code	Description	Rate	Effective Date
OR0005	Tri-Met Transit District Excise Tax	0.82347%	01/01/2025
OR0006	Lane County Transit District Excise Tax	0.8%	01/01/2025

Pennsylvania

The following local taxes have either been added or have updated rates in the supported tax tables:

Code	Description	Rate	Effective Date
PA7457	Easttown TP, Tredyffrin-Easttown SD (NR) Regular IT	0.5%	01/01/2025
PA7458	Easttown TP, Tredyffrin-Easttown SD Regular IT	0.5%	01/01/2025
PA0149	Tidioute BO, Warren SD (NR) LST	\$52.00	01/01/2025
PA0720	McKean TP, General McLane SD (NR) LST	\$52.00	01/01/2025
PA1507	Rice TP, Crestwood SD (NR) LST	\$52.00	01/01/2025
PA1626	Clearfield TP, Butler SD (NR) LST	\$52.00	01/01/2025

South Carolina

- South Carolina withholding tables and instructions, including rates on supplemental wages, have been updated for 2025. Refer to the state publication for more details.

Utah

- The Unemployment Insurance wage base limit changes to \$48,900 for 2025.

Vermont

The Unemployment Insurance wage base limit changes to \$14,800 for 2025.

Washington

- The Unemployment Insurance wage base limit changes to \$72,800 for 2025.
- Effective January 1, 2025, there are changes to the payroll expense tax for businesses that operate in Seattle.
 - For more information, see Sage Knowledgebase [220924660108679](#).
- The Washington Paid Family Leave wage base changes to \$176,100 in 2025.

West Virginia

- For more information, see Sage Knowledgebase [225924650095277](#).

West Virginia

- West Virginia withholding tables and instructions, including rates on supplemental wages, have been updated for 2025. Refer to the state publication for more details.

Wyoming

- The Unemployment Insurance wage base limit changes to \$32,400 for 2025.

Product updates

The following product updates are included with this release.

Payroll product updates

US Payroll Product Updates

Payroll Web Screens

Install the latest version Tax Update for US Payroll. Failure to do so may affect the functionality of Sage 300 web screens.

New Payroll Web Screens in version 2025

In Sage 300 version 2025, Payroll web screens are installed with the Q4 2024 Payroll Tax Update.

- Payroll Transaction - EFT File Generation
- Payroll Employees - Employee Selection

Sage Payroll Tax Forms and eFiling by Aatrix

Sage Payroll Tax Forms and eFiling by Aatrix is a feature included with Sage 300. This functionality provides updated reports and forms at no cost and enables you to fill out and file tax forms electronically for a fee.

To begin using tax forms with Sage Payroll Tax Forms and eFiling by Aatrix, open one of the tax forms available in **Payroll > Government Reports > Federal Tax Filing** or **State Tax Filing**. You will be prompted to register your organization with Sage Payroll Tax Forms and eFiling by Aatrix. After registering, you have the option to enroll your company (or companies) in the eFiling service.

For a detailed overview and a price structure of the Sage Payroll Tax Forms and eFiling by Aatrix options, visit our website here:

<https://partner.aatrix.com/partners/sage300>

Supported W-2 Forms

For information about ordering W-2 forms, see the Sage Knowledgebase article [Which forms should I order for year-end? \(solution ID 223924750040172\)](#) on the Sage Support website.

Quarterly Wage on Disk(ette)

If you use Sage 300 U.S. Payroll, note that tax filing for Puerto Rico is not currently supported by Sage Payroll Tax Forms and eFiling by Aatrix. To produce State Unemployment Tax (SUTA) quarterly wage reports for Puerto Rico, use the Quarterly Wage on Disk(ette) feature.

For more information, see the following Sage Knowledgebase articles:

- [Producing Quarterly Wage Reports on Disk\(ette\) or Hard Disk \(Solution ID: 240315223951660\)](#)
- [State-Specific Information for Quarterly Wage on Disk\(ette\) \(Solution ID: 240315225836580\)](#)
- [Entering Employee Supplemental Information \(Solution ID: 223924350032880\)](#)

Preparing for Year-end Processing

Before you start processing your 2025 payroll, visit the Community Hub Year-end Center, where you can get fast answers from Sage support, peers, and product experts at the busiest time of year. You'll find helpful articles, discussion forums, and other links and resources to help your year-end processing go smoothly.

To get started, visit <https://communityhub.sage.com/p/yearend>, select your region, and then select Sage 300.

The Year-End Center provides you with information on the following topics:

- Printing and filing W-2 forms
- Entering employee supplemental information
- Frequently asked questions for year-end processes
- Information about processing year-end 2024 reports and forms with Sage Payroll Tax Forms and eFiling by Aatrix
- Preparing for your first payroll of 2025

Product update installation instructions

Follow the instructions in this section to install, apply, and verify this Product Update.

Before you start:

- Back up your data.
- Make sure all users have exited the program.
- Verify your service pack or product update level. To verify what service pack or product update you have installed, click the **System Information** option on the **Help** menu in Sage 300.

Installing the product update

To install the product update:

1. Right-click the Product Update file to Run as Administrator (or make sure you have administrator rights to run the installation) and launch the installation program.
2. On the Welcome window, click **Next** to continue to the Software License Agreement window.
3. Select the features to install. Click **Next**, then **Install**.
4. On the Setup Complete window, click **Finish** to finish the installation.

Activating the tax update

To activate the tax update:

1. Start Sage 300.
2. In the **Administrative Services** folder, select **Data Activation**.
3. Select the current tax update, and then click **Activate**.
4. If you are prompted to convert a previous payroll tax update to the current version, click **Proceed**.

After you complete installation and activation, and after you have made any adjustments described in this document, you can resume processing payroll.

Verifying the product update

After the update is complete, you can confirm that the update was installed successfully by selecting **Help > System Information**. The tax update version will be listed with a product update number.

Updating the local tax repository and rates

This section applies only if you use local tax codes in U.S. Payroll.

To update the local tax repository and rates:

1. After the Product Update is complete, log in to Sage 300.
2. On the Local and Other Custom Taxes window, click the **Install Repository** button to update all of the local tax rates in the system.
3. When asked if you want to continue updating company-level local tax records with information from the local repository, click one of the following:
 - **Yes** to automatically update the company rates for all local taxes.
 - **No** to update local taxes individually (select each tax and click the Update button to apply the rate changes). Doing this enables you to validate rates before and after the changes.
4. Depending on your choice in the previous step, update employee-level local tax records as follows:
 - If you clicked **Yes** in the previous step, when asked if you want to continue updating employee local tax records from the local tax repository, click one of the following:
 - **Yes** to automatically update the employee-level rates for all local taxes.
 - **No** to select each employee or use the Update Taxes tax, then update each tax or employee individually.

Updating the local tax repository and rates

- If you clicked **No** in the previous step, you must manually update each employee-level tax. This can be done for all employees at once by tax from **U.S. Payroll > Update Taxes**, or by individual employee from **Employee Payroll > Taxes**.

Important! This process requires security permissions in Sage 300 to access all employees. Otherwise you may not receive the prompts as described above and employee rates will not be updated.