UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

For: State Offices

Calculating Relocation Income Tax Allowance (RITA) for Remainder of Calendar Year 1999

Approved by: Deputy Administrator, Management

1 Overview

A
Background

State Release No. 339 removes the RITA application on State Office System 36. Moving expenses and RITA for CO employees will be paid through NFC after January 1, 2000.

IRS has provided FSA with a PC version of software that shall be used by State Offices to calculate RITA for CO employees through December 31, 1999.

B
Purpose

This notice provides instructions for calculating RITA using IRS PC application.

C
Contact

If there are any questions, contact:

- Travel Unit at 703-305-1408, about RITA policy
- Debbie Barker, FMD, at 703-305-1309, about using RITA software.

Disposal Date	Distribution
February 1, 2000	State Offices

2   Download RITA PC Application

A
Location of
RITA Files
Available on
BBS

Files containing the IRS version of the RITA PC application have been uploaded to BBS. State Offices that have a RITA claim pending shall:

• download files to a State Office PC
• use the files to calculate an employee's RITA allowance.

The RITA files are available in File Library "IRSRITA". The following files shall be downloaded:

• RITA99.EXE
• R9993.EXE
• R9994.EXE
• R9995.EXE
• R9996.EXE
• R9997.EXE
• R9998.EXE
• RITA.DTA.

Note: The files shall **not** be downloaded to a CCE computer. Windows NT **cannot** run this DOS based program.

B
Instructions for
Using PC
Version of RITA

Policies and procedures are explained in 115-FI (Rev. 3) for:

• determining taxable moving expenses
• paying withholding tax allowances
• filing RITA claims.

Exhibit 1 provides step-by-step instructions for using the PC version of RITA software for the remainder of calendar year 1999.

Note: The Federal and State income tax tables are included in the PC version of RITA software. State Offices will not dataload the tax tables before using the software.

C
Effective Dates to
Use PC Version
of RITA

The PC version of RITA software shall be used from October 1, 1999, through December 31, 1999. RITA claims not completed before January 1, 2000, are subject to calendar year 2000 taxes and must be paid through NFC.

Instructions for submitting RITA claims through NFC will be provided when year 2000 RITA tax tables are available.

Instructions for Using PC Software to Calculate RITA

Access the 1999 RITA software through the MS-DOS Prompt by selecting the file "RITA99.exe". The following is an example of the beginning screen:

```
RITA 1999 . . . . . . . . . . . . . . . . . . . . . FOR YEAR 2 = 1999

            RELOCATION INCOME TAX ALLOWANCE CALCULATION FOR

                YEAR 2 = 1999.....

                           AND

              1     YEAR 1 = 1998
              2     YEAR 1 = 1997
              3     YEAR 1 = 1996
              4     YEAR 1 = 1995
              5     YEAR 1 = 1994
              6     YEAR 1 = 1993

              8     ADDITIONAL INFORMATION
              9     EXIT

        WHAT IS YOUR SELECTION (ENTER NUMBER) ?  _
```
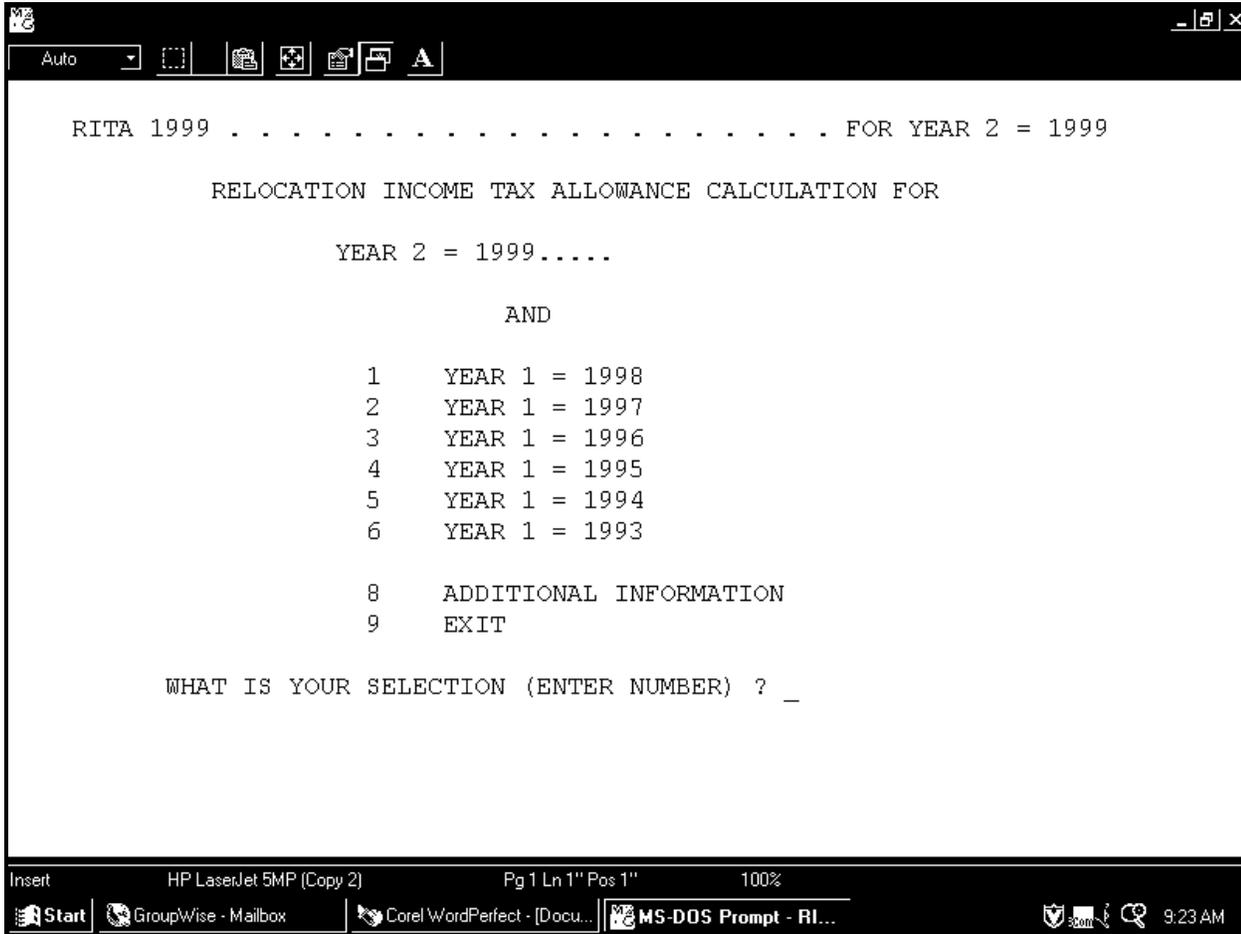
The year that the employee received taxable moving expenses is "Year 1".

Select the option that corresponds to the appropriate Year 1.

PRESS "Enter".

Instructions for Using PC Software to Calculate RITA (Continued)

The following is an example of Screen 2:

```
RITA 1999 . . . . . . . . . . . . . . . . . . . . . . . . . FOR YEAR 1 = 1998


        RELOCATION INCOME TAX ALLOWANCE CALCULATION FOR

                    YEAR 2 = 1999

                         AND

                    YEAR 1 = 1998



     DO YOU WANT TO CONTINUE WITH A YEAR 1 = 1998 RITA?

        Enter   Y   to continue or

        Enter   N   for a different YEAR 1 computation


              _
```

This screen verifies the Year 1 selected. ENTER "Y" if correct, or "N" to return to Screen 1 to make the correct selection.

PRESS "Enter".

Instructions for Using PC Software to Calculate RITA (Continued)

The following is an example of Screen 3:

```
 ▓                                                                  _ ⌐ ×
  Auto        ▾  ▢     ▒  ⊠  ▱ ▣  A

     RITA 1999 . . . . . . . . . . . . . . . . . . . FOR YEAR 1 = 1998




     ***** Please write this down.  It will not be repeated! *****


       When you realize you have made an incorrect entry on a previous line
       (or screen) you must exit the program and start over.  DIRECTIONS:

           1) Hold the 'CTRL' key while pressing the 'BREAK' key
           2) Then press any key.

       READY TO CONTINUE (PRESS THE 'RETURN' OR 'ENTER' KEY)?

 Insert         HP LaserJet 5MP (Copy 2)       Pg 3 Ln 1" Pos 1"      100%
  Start   GroupWise - Mailbox    Corel WordPerfect - [Docu...  MS-DOS Prompt - RI...          9:25 AM
```

PRESS "Enter".

Note: If errors are made on the following pages, the user must exit the program and begin again.
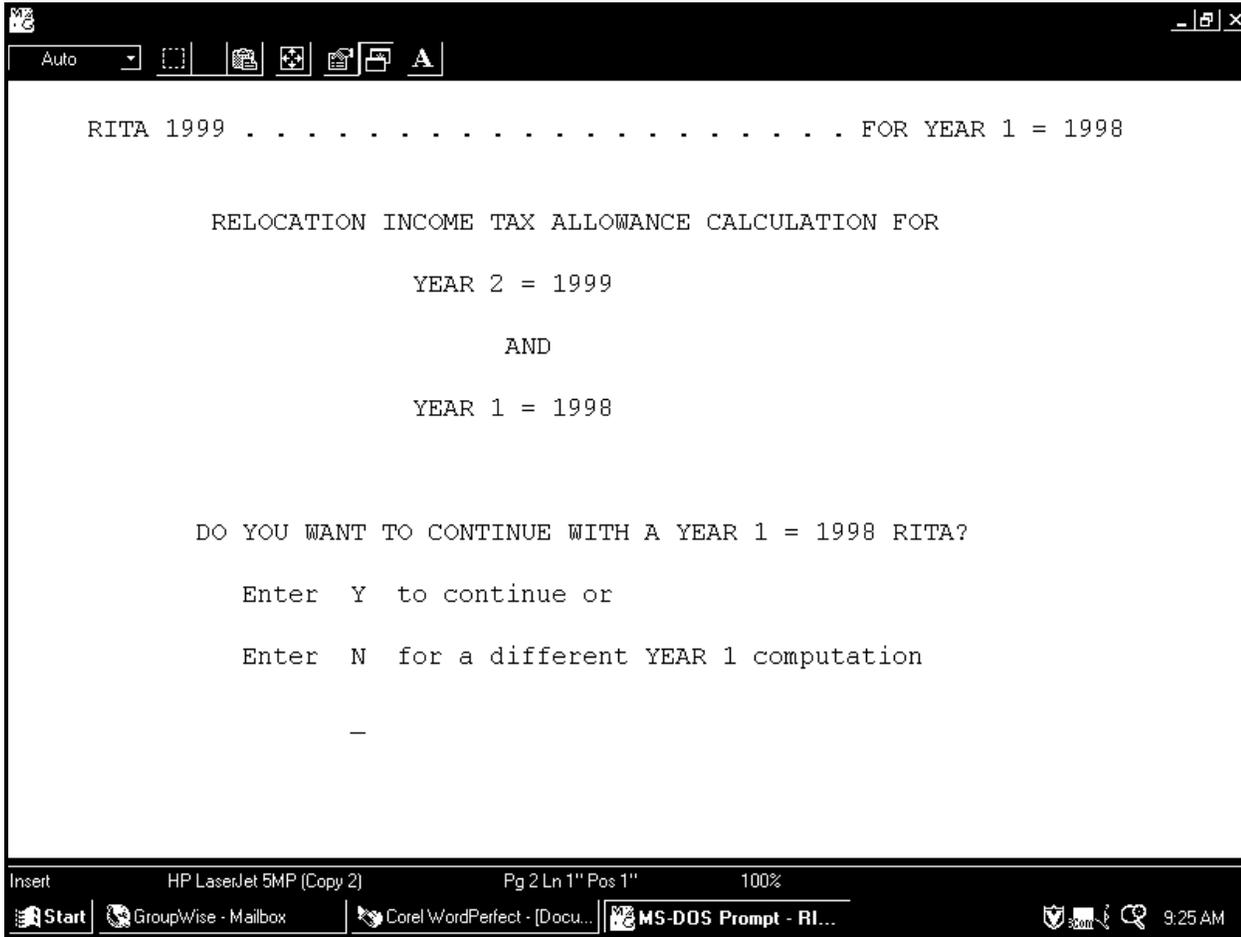
Instructions for Using PC Software to Calculate RITA (Continued)

The following is an example of Screen 4:

```
RITA 1999 . . . . . . . . . . . . . . . . . . . . . . . FOR YEAR 1 = 1998




    ARE YOU USING A COMPUTER WITH A COLOR MONITOR (ENTER Y OR N ) ?  _
```

If the computer:

• has a color monitor, ENTER "Y"
• does not have a color monitor, ENTER "N".

PRESS "Enter".

Instructions for Using PC Software to Calculate RITA (Continued)

The following is an example of Screen 5:

```
Auto

     RITA 1999 . . . . . . . . . . . . . . . . . . . . FOR YEAR 1 = 1998
                       RELOCATION INCOME TAX ALLOWANCE
                            YEAR 2 CALCULATION


ENTER FIRST NAME OF CLAIMANT ? _
```

Insert   HP LaserJet 5MP (Copy 2)   Pg 5 Ln 1" Pos 1"   100%

Start   GroupWise - Mailbox   Corel WordPerfect - [Docu...   MS-DOS Prompt - RI...   9:26 AM

Enter the employee's first name.

PRESS "Enter".

Instructions for Using PC Software to Calculate RITA (Continued)

The following is an example of Screen 6:

```
         RITA 1999 . . . . . . . . . . . . . . . . . . . . . FOR YEAR 1 = 1998
                         RELOCATION INCOME TAX ALLOWANCE
                               YEAR 2 CALCULATION


ENTER FIRST NAME OF CLAIMANT ? Sly


ENTER LAST NAME OF CLAIMANT   ? _
```
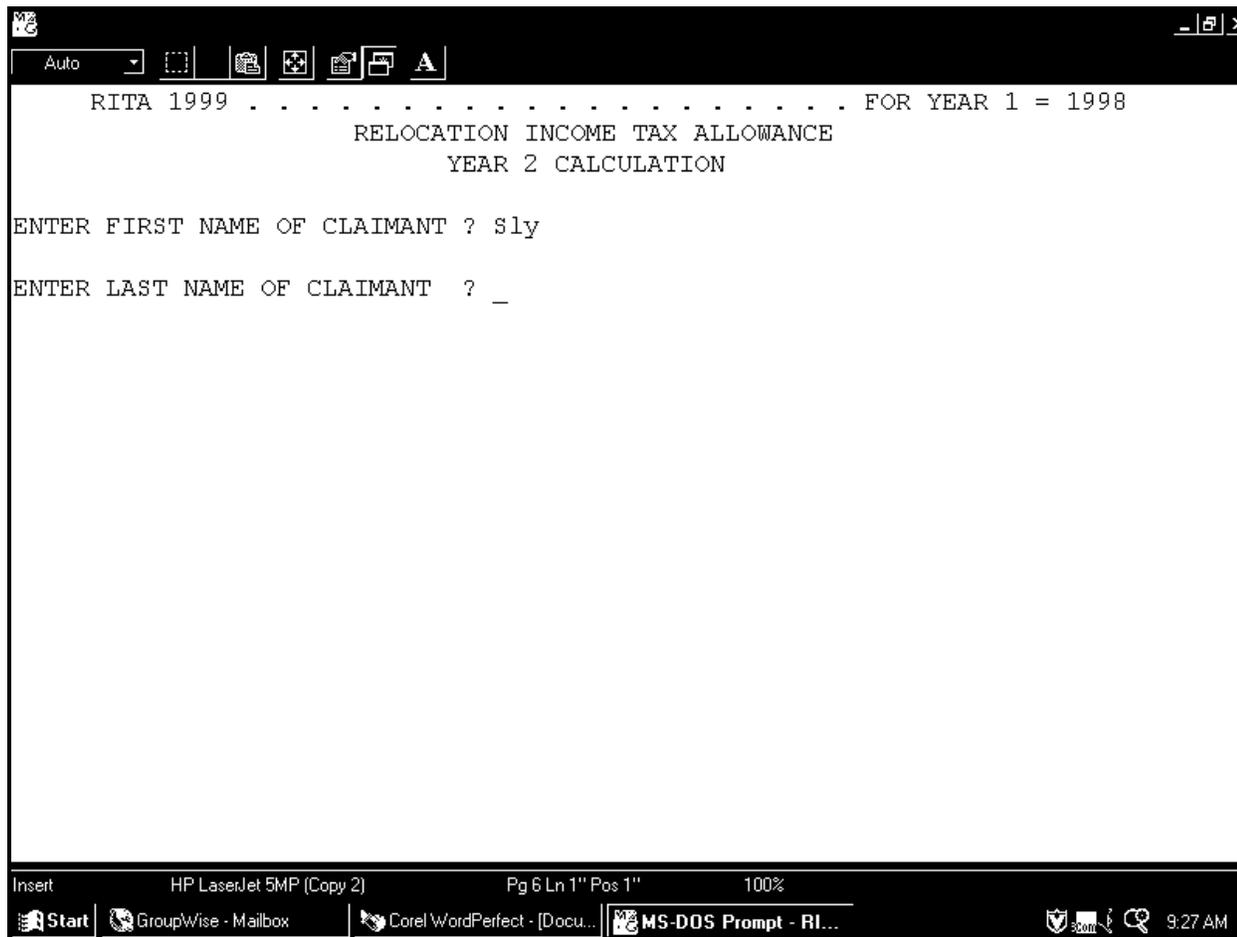
Enter the employee's last name.

PRESS "Enter".
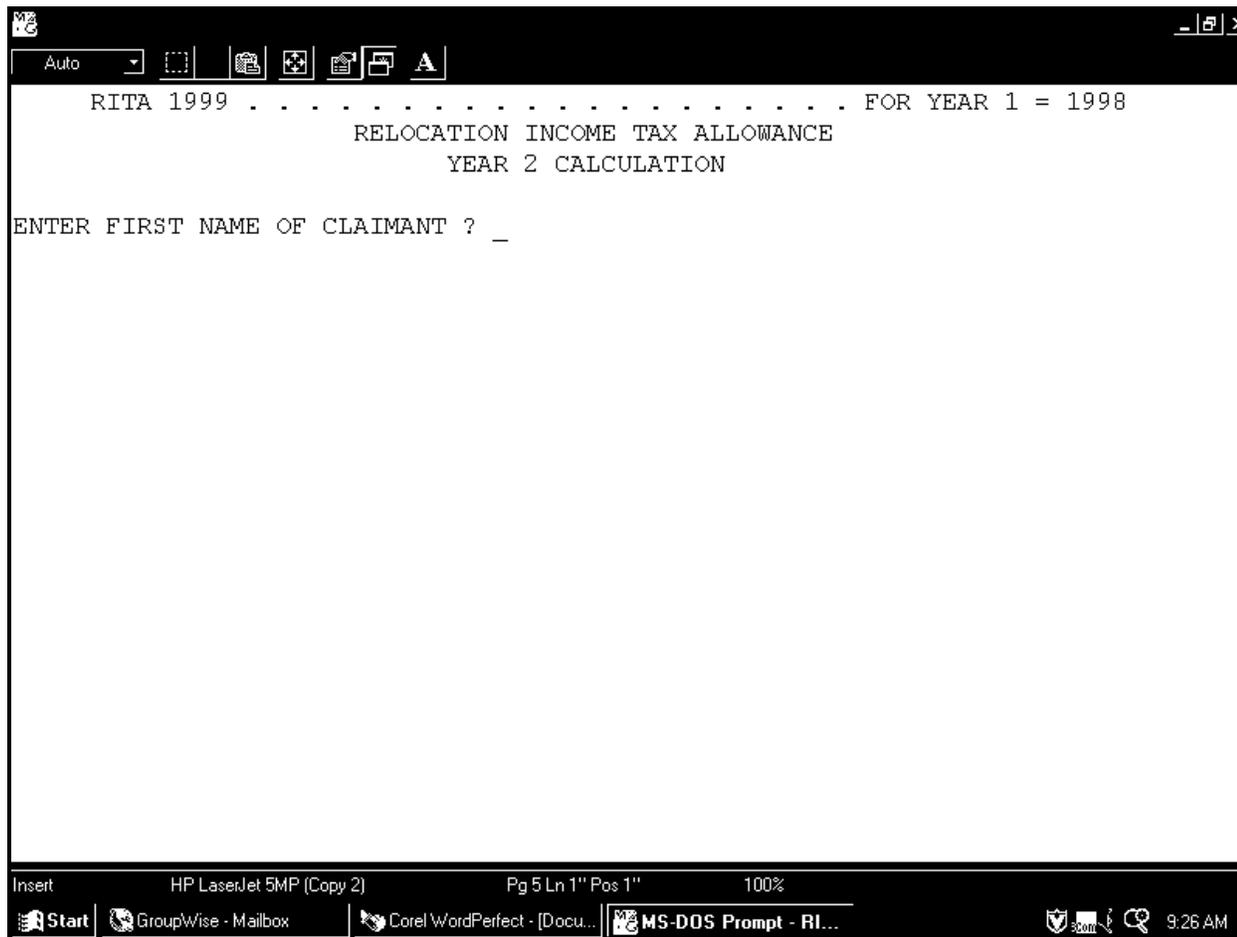
Instructions for Using PC Software to Calculate RITA (Continued)

The following is an example of Screen 7:

```
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 ║                                                                     ║
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 ║       RITA 1999 . . . . . . . . . . . . . . . . . . . FOR YEAR 1 = 1998
 ║                     RELOCATION INCOME TAX ALLOWANCE
 ║                         YEAR 2 CALCULATION
 ║
 ║ ENTER FIRST NAME OF CLAIMANT ? Sly
 ║
 ║ ENTER LAST NAME OF CLAIMANT  ? Barker
 ║
 ║ ENTER SOCIAL SECURITY NUMBER OF CLAIMANT AS 999/99/9999 ?
 ║
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 ║ Insert      HP LaserJet 5MP (Copy 2)     Pg 7 Ln 1" Pos 1"      100%
 ║ 🏁Start  📭GroupWise - Mailbox  ✒Corel WordPerfect - [Docu... 📺MS-DOS Prompt - RI...   🛡📺⟨ ℚ 9:28 AM
 ╚═══════════════════════════════════════════════════════════════════╝
```
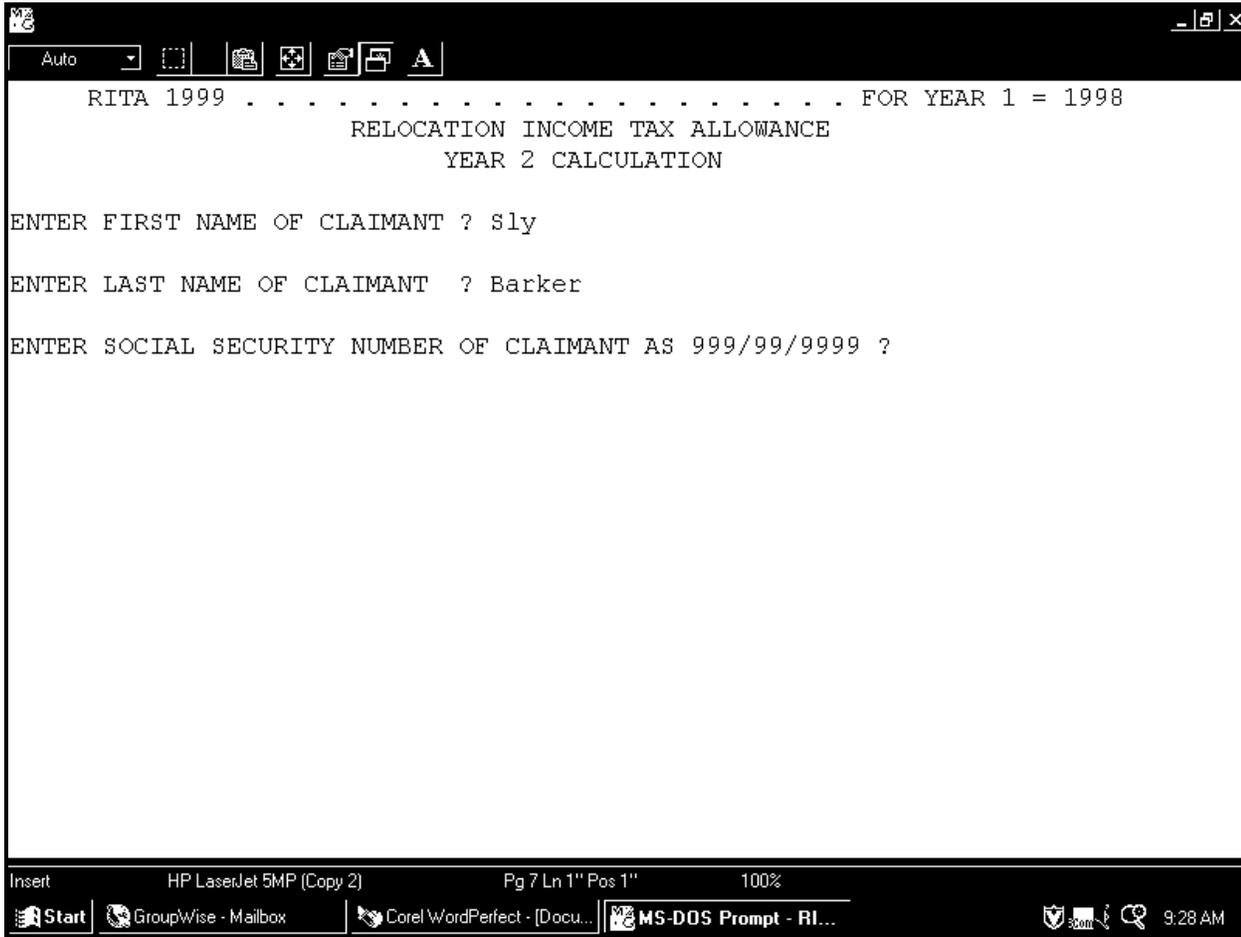
Enter the employee's SSN, using the back slash to separate the segments.

Note: If the back slashes are not included, the system will not accept SSN.
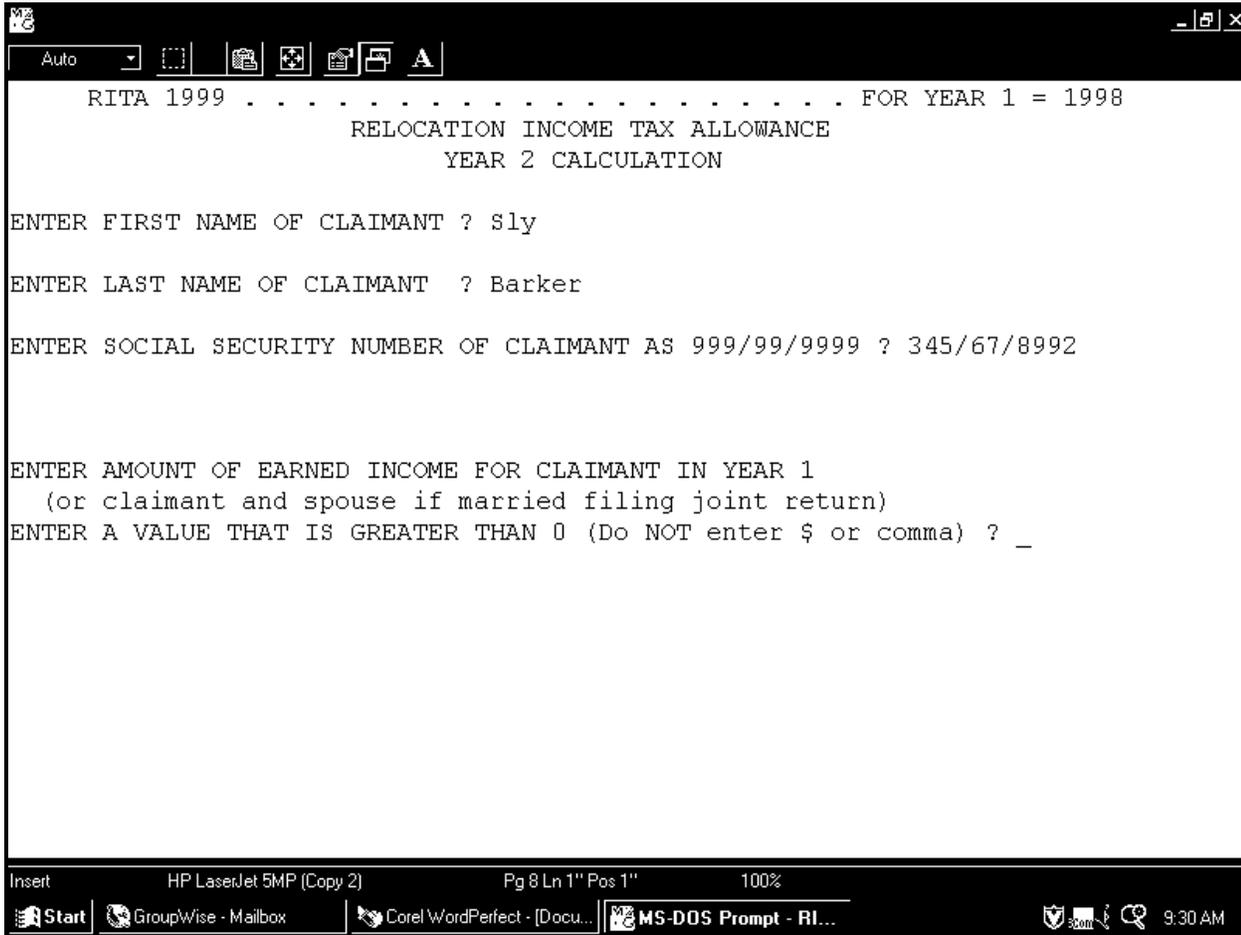
PRESS "Enter".

Instructions for Using PC Software to Calculate RITA (Continued)

The following is an example of Screen 8:

```
      RITA 1999 . . . . . . . . . . . . . . . . . . . . . FOR YEAR 1 = 1998
                         RELOCATION INCOME TAX ALLOWANCE
                              YEAR 2 CALCULATION

ENTER FIRST NAME OF CLAIMANT ? Sly

ENTER LAST NAME OF CLAIMANT  ? Barker

ENTER SOCIAL SECURITY NUMBER OF CLAIMANT AS 999/99/9999 ? 345/67/8992



ENTER AMOUNT OF EARNED INCOME FOR CLAIMANT IN YEAR 1
  (or claimant and spouse if married filing joint return)
ENTER A VALUE THAT IS GREATER THAN 0 (Do NOT enter $ or comma) ? _
```

Enter the "Total Earned Income" from AD-1000, Section 1.

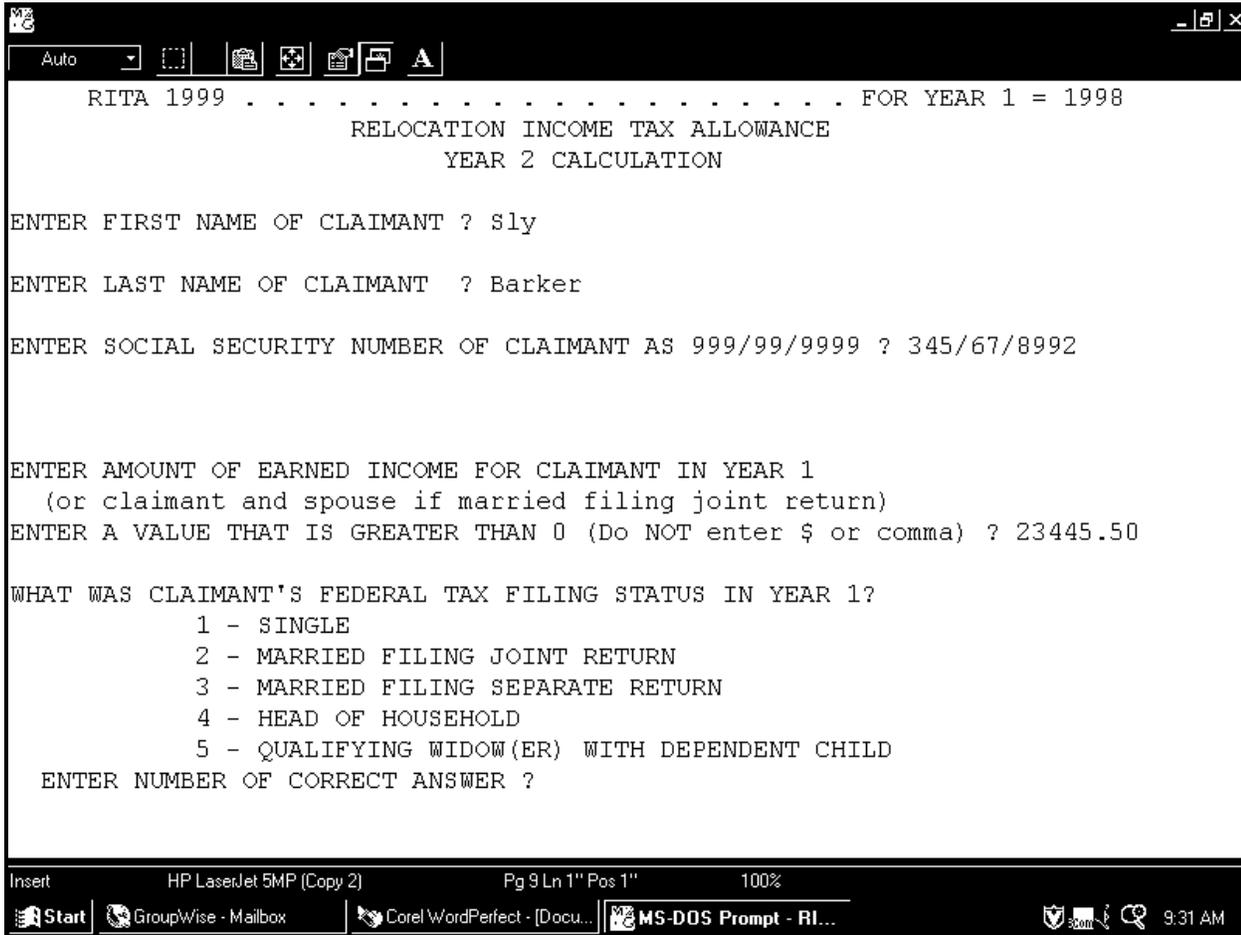**Note:** Include the decimal place, but omit the dollar sign and commas.

PRESS "Enter".

Instructions for Using PC Software to Calculate RITA (Continued)

The following is an example of Screen 9:

```
       RITA 1999 . . . . . . . . . . . . . . . . . . . . . FOR YEAR 1 = 1998
                      RELOCATION INCOME TAX ALLOWANCE
                             YEAR 2 CALCULATION

ENTER FIRST NAME OF CLAIMANT ? Sly

ENTER LAST NAME OF CLAIMANT  ? Barker

ENTER SOCIAL SECURITY NUMBER OF CLAIMANT AS 999/99/9999 ? 345/67/8992



ENTER AMOUNT OF EARNED INCOME FOR CLAIMANT IN YEAR 1
  (or claimant and spouse if married filing joint return)
ENTER A VALUE THAT IS GREATER THAN 0 (Do NOT enter $ or comma) ? 23445.50

WHAT WAS CLAIMANT'S FEDERAL TAX FILING STATUS IN YEAR 1?
          1 - SINGLE
          2 - MARRIED FILING JOINT RETURN
          3 - MARRIED FILING SEPARATE RETURN
          4 - HEAD OF HOUSEHOLD
          5 - QUALIFYING WIDOW(ER) WITH DEPENDENT CHILD
   ENTER NUMBER OF CORRECT ANSWER ?
```

Select the option that reflects the employee's tax filing status AD-1000, Section 2.

PRESS "Enter".

Instructions for Using PC Software to Calculate RITA (Continued)

The following is an example of Screen 10:

```
DID EMPLOYEE RELOCATE TO OR FROM A POINT, OR BETWEEN POINTS,
 IN THE COMMONWEALTH OF PUERTO RICO?   ENTER Y OR N  ?
```

If the employee's relocation was to or from Puerto Rico, ENTER "Y", if not, ENTER "N".

PRESS "Enter".
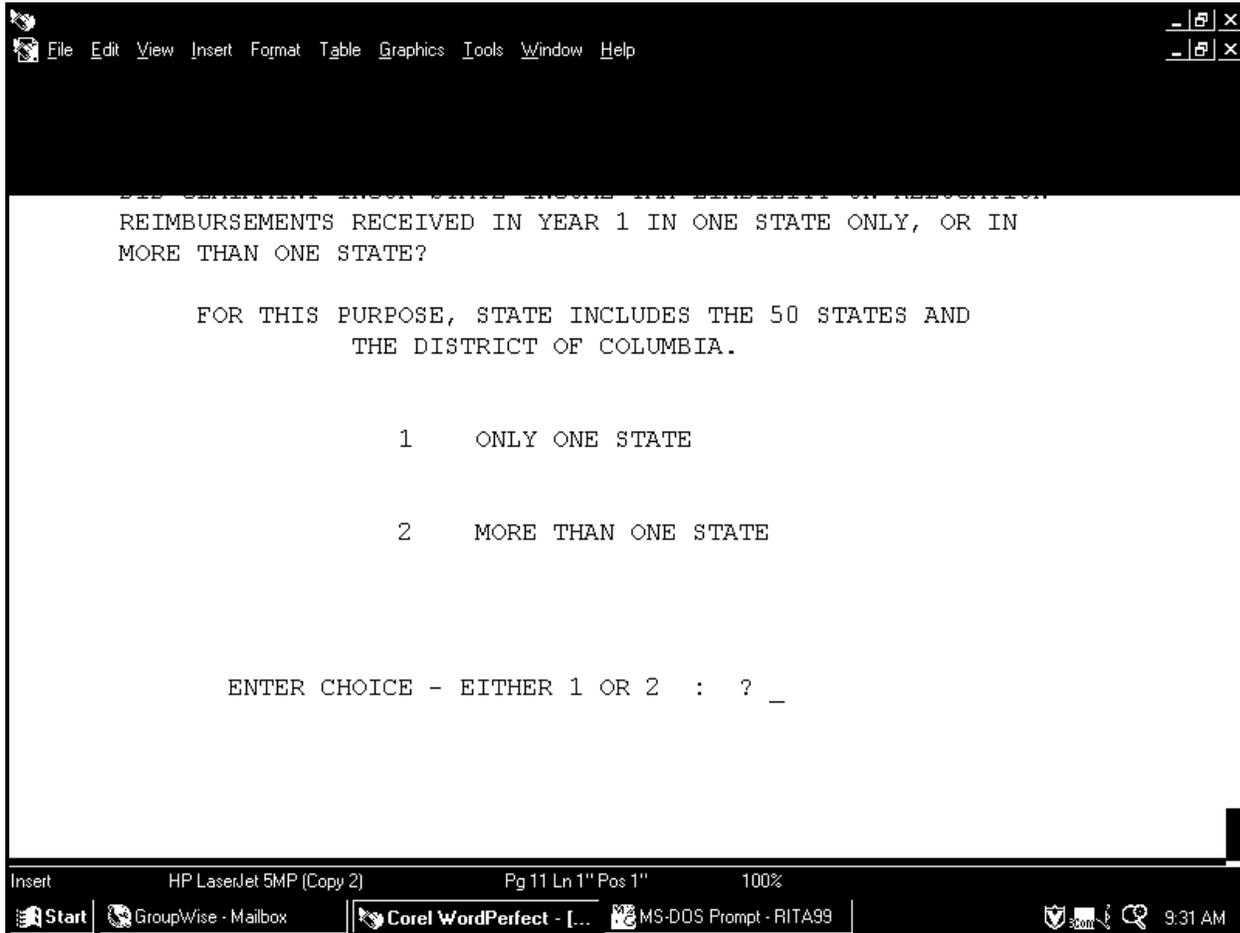
Instructions for Using PC Software to Calculate RITA (Continued)

The following is an example of Screen 11:

```
                                                                    _|□|×|
 File  Edit  View  Insert  Format  Table  Graphics  Tools  Window  Help    _|□|×|




         DID CLAIMANT INCUR STATE INCOME TAX LIABILITY ON RELOCATION
         REIMBURSEMENTS RECEIVED IN YEAR 1 IN ONE STATE ONLY, OR IN
         MORE THAN ONE STATE?

              FOR THIS PURPOSE, STATE INCLUDES THE 50 STATES AND
                      THE DISTRICT OF COLUMBIA.


                   1      ONLY ONE STATE


                   2      MORE THAN ONE STATE




         ENTER CHOICE - EITHER 1 OR 2  :  ? _




Insert        HP LaserJet 5MP (Copy 2)        Pg 11 Ln 1" Pos 1"        100%
 Start    GroupWise - Mailbox      Corel WordPerfect - [...   MS-DOS Prompt - RITA99              9:31 AM
```

If the employee received taxable moving expense reimbursements in:

• only 1 State, ENTER "1"
• more than 1 State, ENTER "2".

PRESS "Enter".
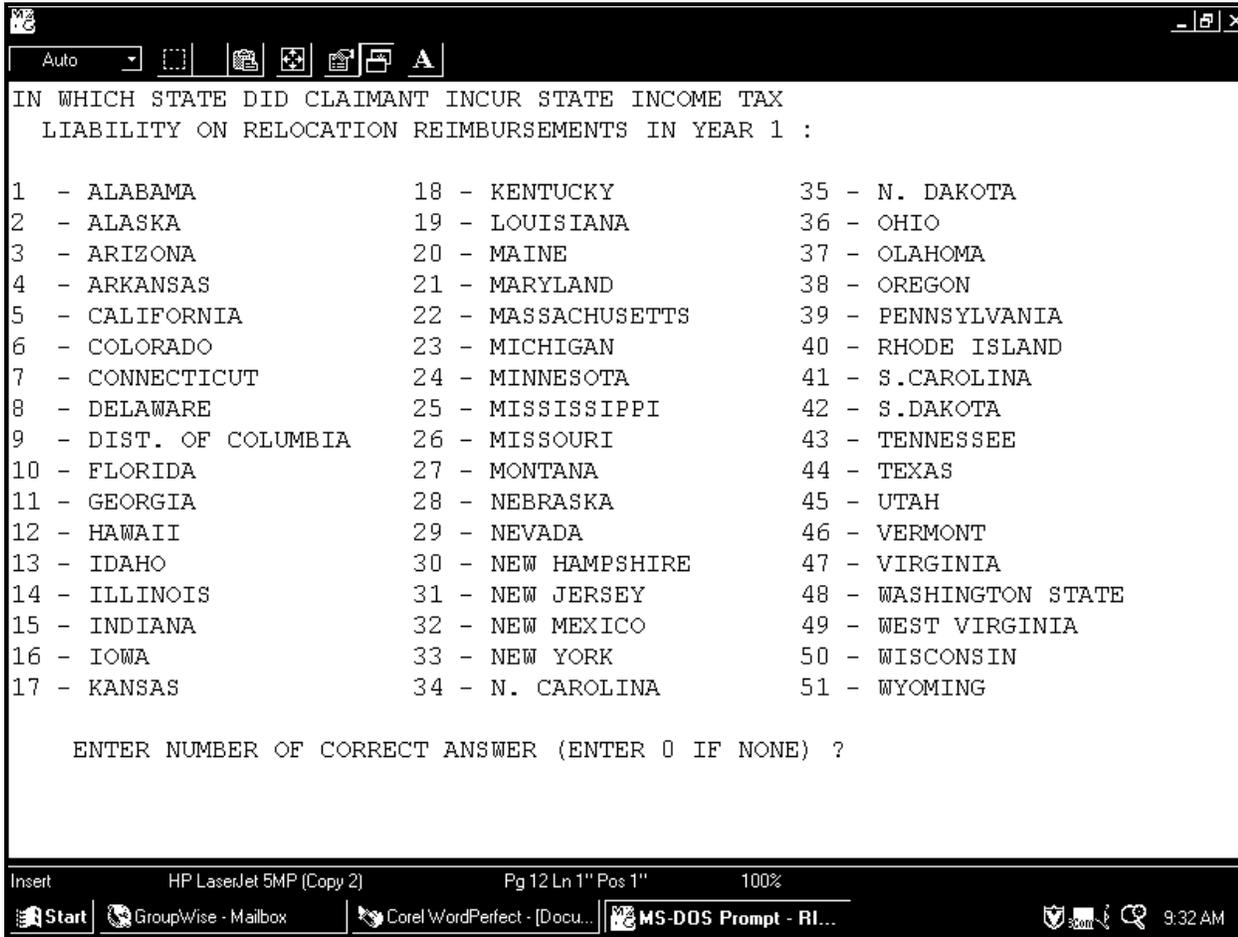
Instructions for Using PC Software to Calculate RITA (Continued)

The following is an example of Screen 12:

```
▓▓                                                                      _ ✖ ×
 Auto       ▾ ⬚    ▦ ⊞ ⚙ 🖶 A
IN WHICH STATE DID CLAIMANT INCUR STATE INCOME TAX
   LIABILITY ON RELOCATION REIMBURSEMENTS IN YEAR 1 :

1   - ALABAMA          18 - KENTUCKY        35 - N. DAKOTA
2   - ALASKA           19 - LOUISIANA       36 - OHIO
3   - ARIZONA          20 - MAINE           37 - OLAHOMA
4   - ARKANSAS         21 - MARYLAND        38 - OREGON
5   - CALIFORNIA       22 - MASSACHUSETTS   39 - PENNSYLVANIA
6   - COLORADO         23 - MICHIGAN        40 - RHODE ISLAND
7   - CONNECTICUT      24 - MINNESOTA       41 - S.CAROLINA
8   - DELAWARE         25 - MISSISSIPPI     42 - S.DAKOTA
9   - DIST. OF COLUMBIA 26 - MISSOURI       43 - TENNESSEE
10  - FLORIDA          27 - MONTANA         44 - TEXAS
11  - GEORGIA          28 - NEBRASKA        45 - UTAH
12  - HAWAII           29 - NEVADA          46 - VERMONT
13  - IDAHO            30 - NEW HAMPSHIRE   47 - VIRGINIA
14  - ILLINOIS         31 - NEW JERSEY      48 - WASHINGTON STATE
15  - INDIANA          32 - NEW MEXICO      49 - WEST VIRGINIA
16  - IOWA             33 - NEW YORK        50 - WISCONSIN
17  - KANSAS           34 - N. CAROLINA     51 - WYOMING


      ENTER NUMBER OF CORRECT ANSWER (ENTER 0 IF NONE) ?



Insert        HP LaserJet 5MP (Copy 2)      Pg 12 Ln 1" Pos 1"      100%
🏁Start  📬GroupWise - Mailbox   ✏Corel WordPerfect - [Docu... ▓▓MS-DOS Prompt - RI...        ▼▬◁ ℞ 9:32 AM
```

Enter the code associated with the State that the employee incurred State income tax liability as a result of taxable moving expenses.

Note: The State codes are associated with the RITA software and is **not** the same as the State numeric code used by FSA.

PRESS "Enter".

Instructions for Using PC Software to Calculate RITA (Continued)

The following is an example of Screen 13:

```
ENTER LOCAL TAX RATE
   IN DECIMAL FORMAT ( e.g. enter 30% as .30; maximum of .70) ?  _
```

If employee is subject to local tax, enter the percentage of local tax. If no entry is made, the software defaults to "0".
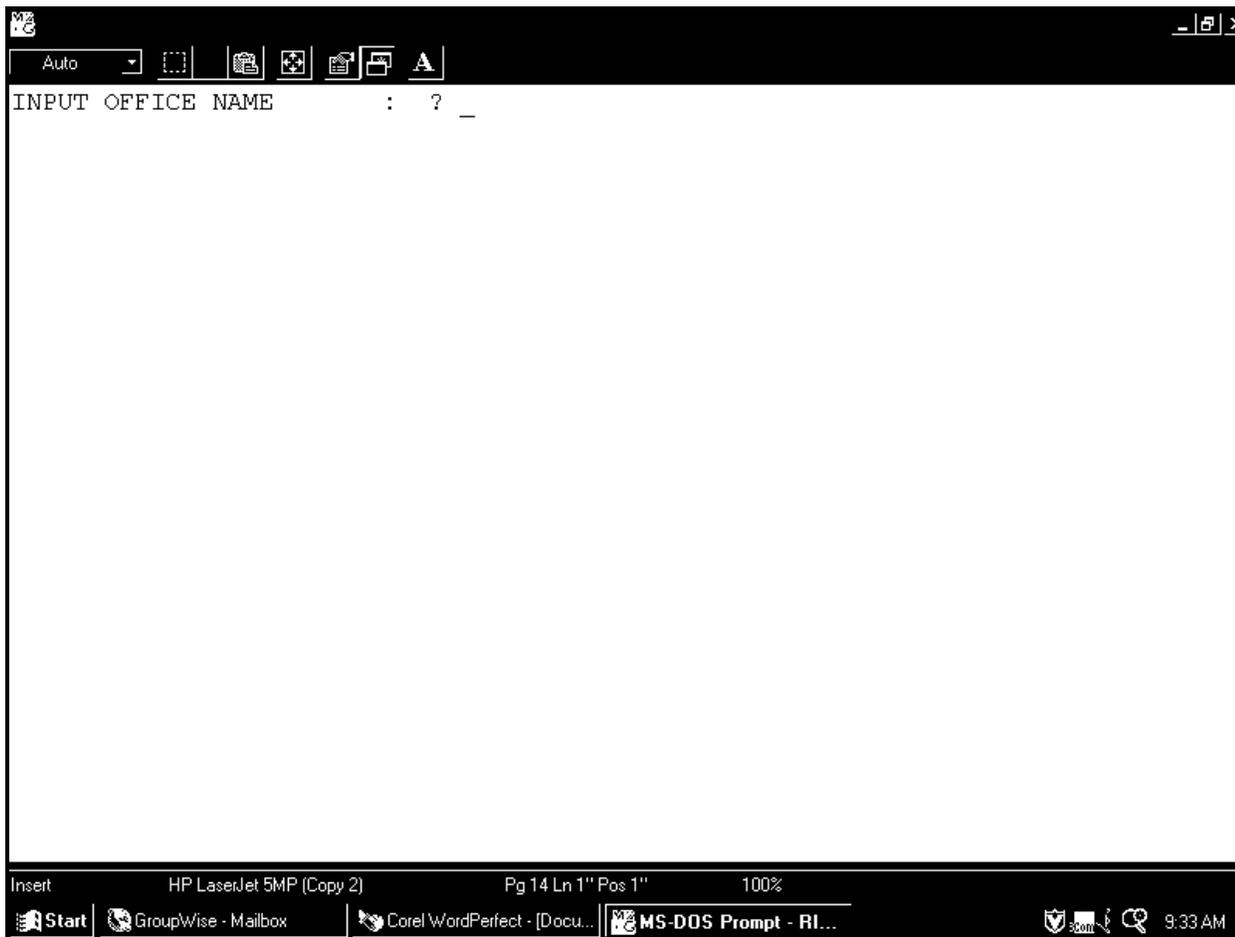
PRESS "Enter".

Instructions for Using PC Software to Calculate RITA (Continued)

The following is an example of Screen 14:

```
INPUT OFFICE NAME        :   ?  _
```

Enter the name of the employee's headquarter County Office.

PRESS "Enter".
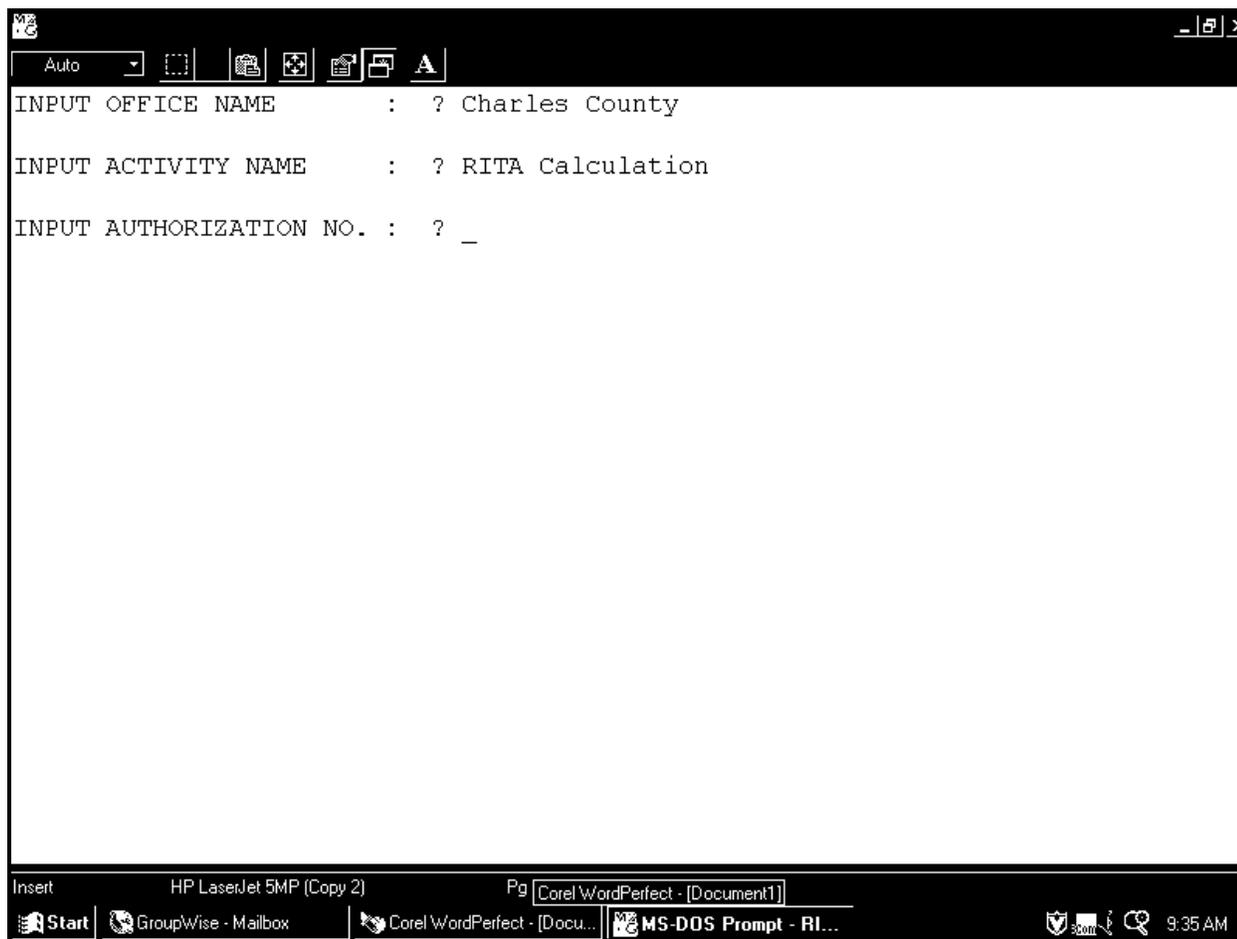
Instructions for Using PC Software to Calculate RITA (Continued)

The following is an example of Screen 15:

```
INPUT OFFICE NAME        :  ? Charles County

INPUT ACTIVITY NAME      :  ?
```

Insert   HP LaserJet 5MP (Copy 2)   Pg 15 Ln 1" Pos 1"   100%

Start | GroupWise - Mailbox | Corel WordPerfect - [Docu... | MS-DOS Prompt - RI... | 9:34 AM

ENTER "RITA Calculation".

PRESS "Enter".

Instructions for Using PC Software to Calculate RITA (Continued)

The following is an example of Screen 16:

```
Auto    ▾  ▢  🔍 ⬚ 🖻⊟ A
INPUT OFFICE NAME       :  ? Charles County

INPUT ACTIVITY NAME     :  ? RITA Calculation

INPUT AUTHORIZATION NO. :  ? _
```

Insert   HP LaserJet 5MP (Copy 2)   Pg | Corel WordPerfect - [Document1]

Start | GroupWise - Mailbox | Corel WordPerfect - [Docu... | MS-DOS Prompt - RI...   9:35 AM

Enter the State Office assigned log number associated with the employee's withholding tax allowance (WTA).

PRESS "Enter".
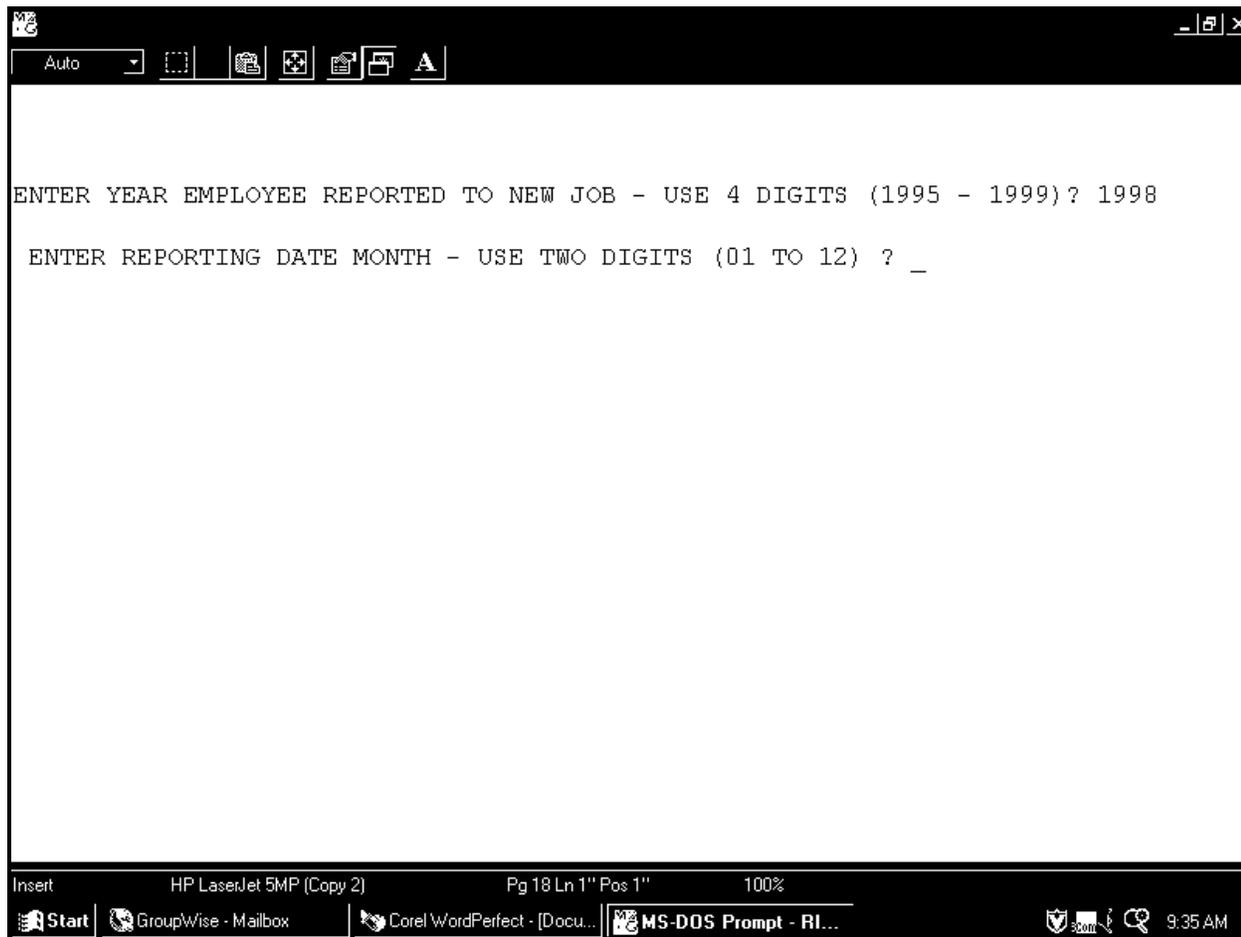
Instructions for Using PC Software to Calculate RITA (Continued)

The following is an example of Screen 17:

```
ENTER YEAR EMPLOYEE REPORTED TO NEW JOB - USE 4 DIGITS (1995 - 1999)?
```

Enter the 4-digit year that the employee reported to work in the new county.

PRESS "Enter".

Instructions for Using PC Software to Calculate RITA (Continued)

The following is an example of Screen 18:

```
ENTER YEAR EMPLOYEE REPORTED TO NEW JOB - USE 4 DIGITS (1995 - 1999)? 1998

 ENTER REPORTING DATE MONTH - USE TWO DIGITS (01 TO 12) ? _
```

Enter the 2-digit month that the employee reported for duty in the new county.

PRESS "Enter".
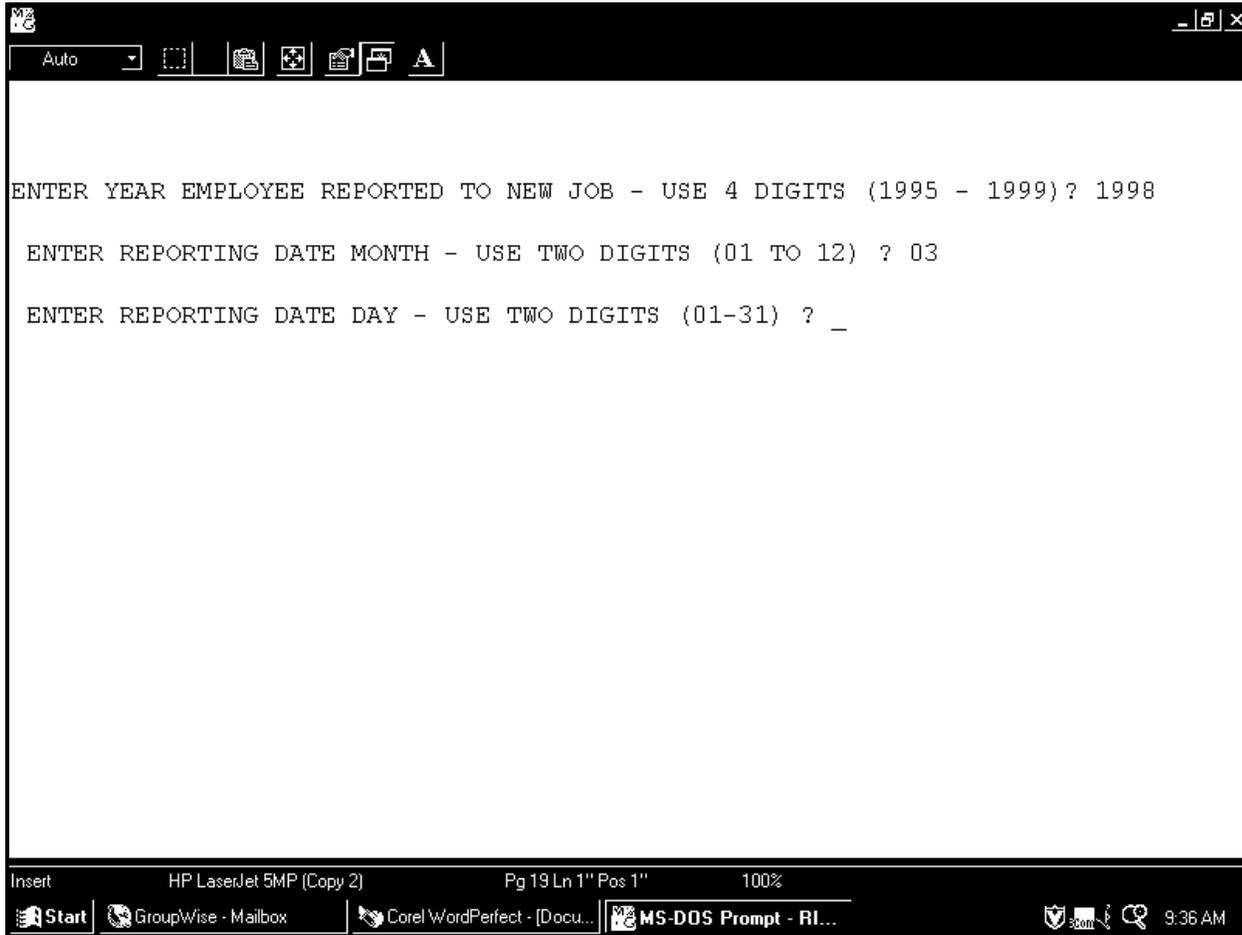
Instructions for Using PC Software to Calculate RITA (Continued)

The following is an example of Screen 19:

```
ENTER YEAR EMPLOYEE REPORTED TO NEW JOB - USE 4 DIGITS (1995 - 1999)? 1998

 ENTER REPORTING DATE MONTH - USE TWO DIGITS (01 TO 12) ? 03

 ENTER REPORTING DATE DAY - USE TWO DIGITS (01-31) ? _
```

Enter the 2-digit day that the employee reported for duty in the new county.

Note: If the day is less than 10, enter a leading "0".
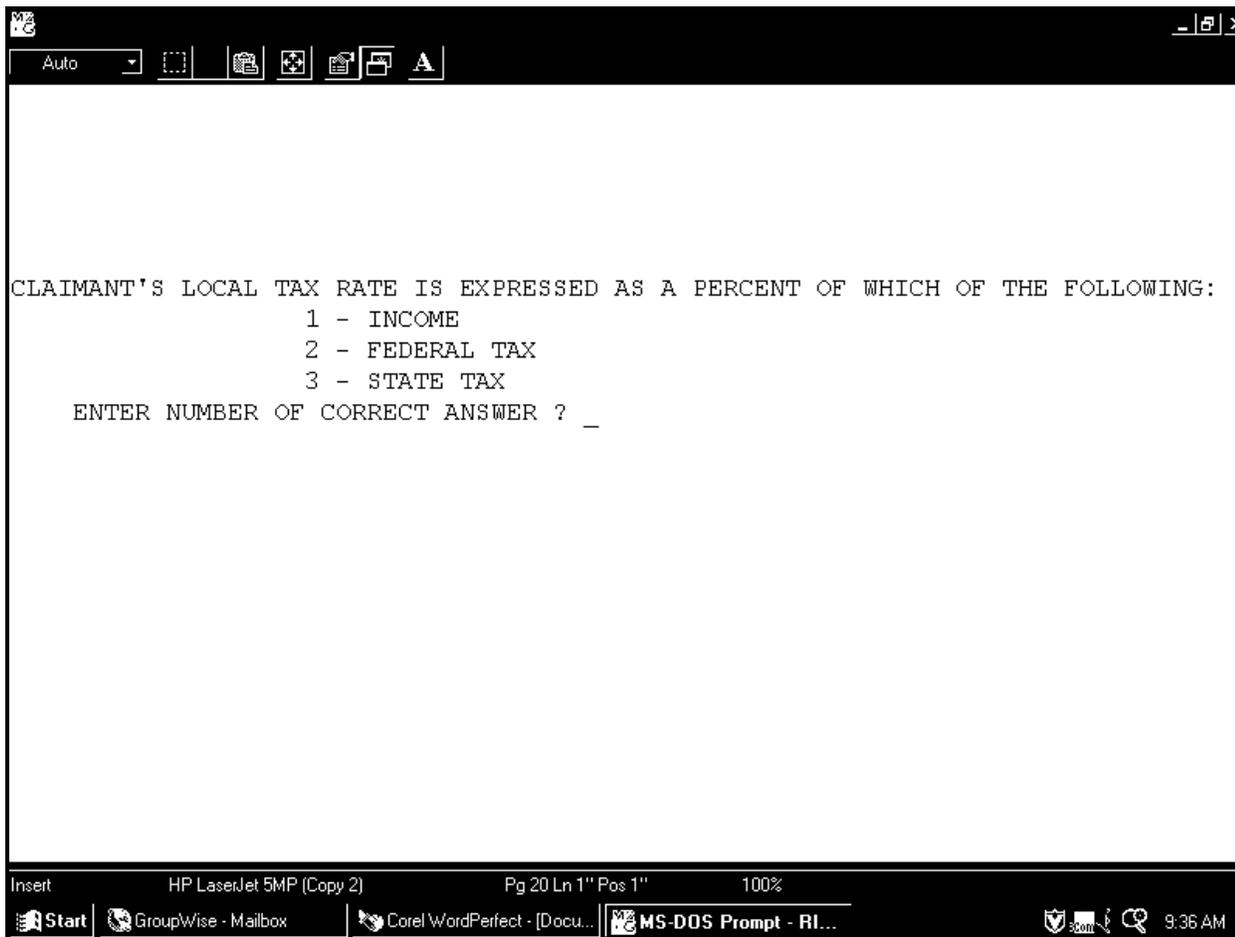
PRESS "Enter".

Instructions for Using PC Software to Calculate RITA (Continued)

The following is an example of Screen 20:


```
CLAIMANT'S LOCAL TAX RATE IS EXPRESSED AS A PERCENT OF WHICH OF THE FOLLOWING:
                    1 - INCOME
                    2 - FEDERAL TAX
                    3 - STATE TAX
        ENTER NUMBER OF CORRECT ANSWER ? _
```

Select the option that the local tax entered on Screen 13 is a percentage of.

PRESS "Enter".

Instructions for Using PC Software to Calculate RITA (Continued)

The following is an example of Screen 21:

```
      RITA 1999 . . . . . . . . . . . . . . . . . . . FOR YEAR 1 = 1998




ENTER COVERED TAXABLE REIMBURSEMENTS  (NO $ OR COMMA)  ?
```

Enter the amount of "Covered Taxable Payments" from AD-1000, Block 5.

Note: Include the decimals, but omit the dollar sign and commas.

PRESS "Enter".

Instructions for Using PC Software to Calculate RITA (Continued)

The following is an example of Screen 22:

```
RITA 1999 . . . . . . . . . . . . . . . . . . . . . . . FOR YEAR 1 = 1998




ENTER COVERED TAXABLE REIMBURSEMENTS (NO $ OR COMMA) ? 2650.85


ENTER TOTAL AMOUNT OF WITHHOLDING TAX ALLOWANCES
   PAID IN YEAR 1 (NO $ OR COMMA) ? _
```

Enter the amount of WTA paid in Year 1.
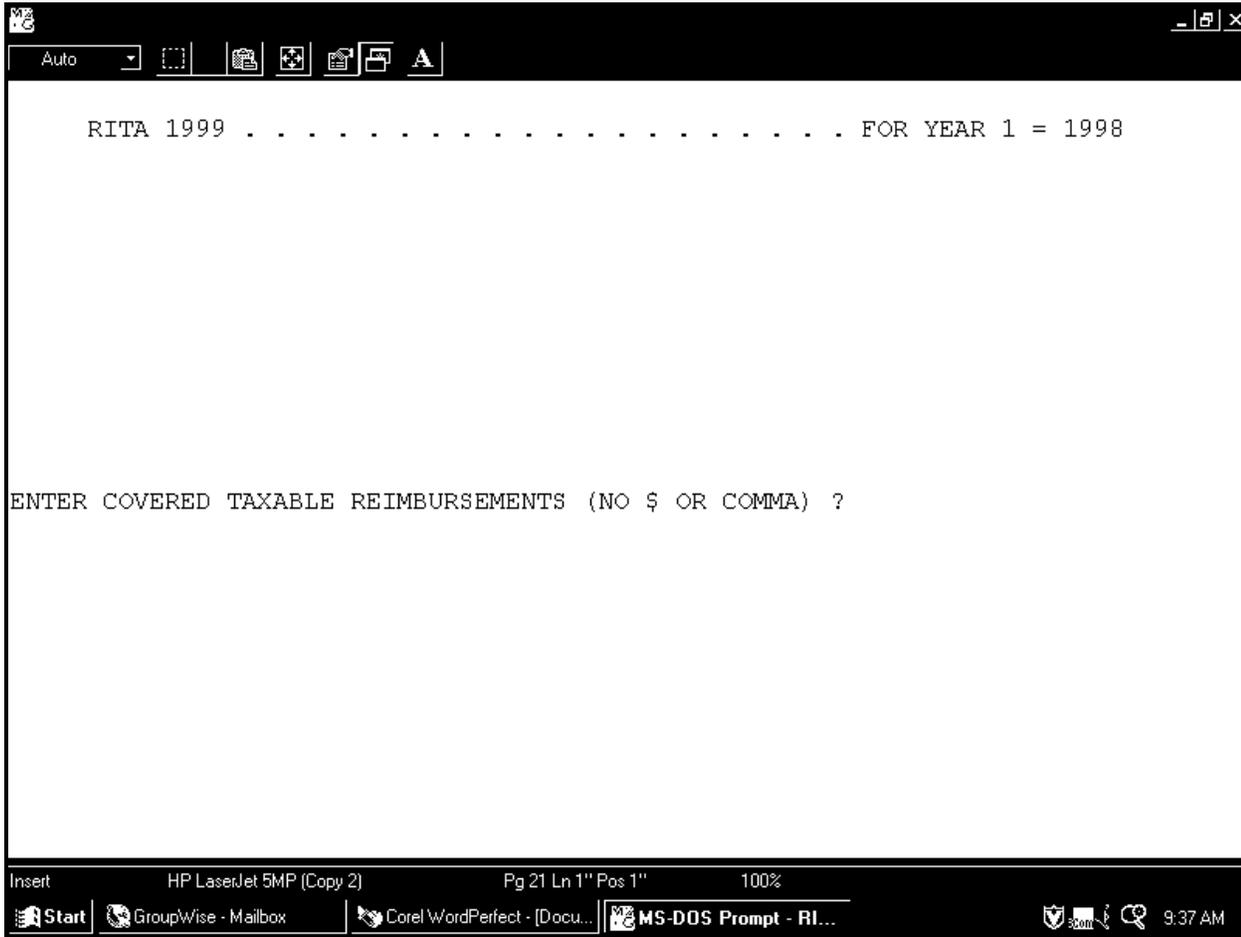
Note: Include the decimal, but omit the dollar sign and commas.

PRESS "Enter".

Instructions for Using PC Software to Calculate RITA (Continued)

The following is an example of Screen 23:

```
   THE FOLLOWING INFO IS NEEDED TO CALCULATE FICA WITHHOLDING
   ON THE FINAL RELOCATION INCOME TAX ALLOWANCE

ENTER CLAIMANT'S 1999 YEAR-TO-DATE INCOME SUBJECT TO FICA ?
```

Enter the employee's 1999 year-to-date gross income from the last leave and earnings statement printed in the County Office.

PRESS "Enter".

Note: This field is used to determine if the employee exceeds the 1999 OASDI {What does this stand for?} wage ceiling of $72,600. If the County Office leave and earnings statement shows that the employee is close to the ceiling, request a copy of NFC produced Statement of Earnings and Leave and add that gross amount to the gross amount from the last leave and earnings statement printed in the County Office. If the employee is not close to the ceiling, enter the amount from the last County Office leave and earnings statement.
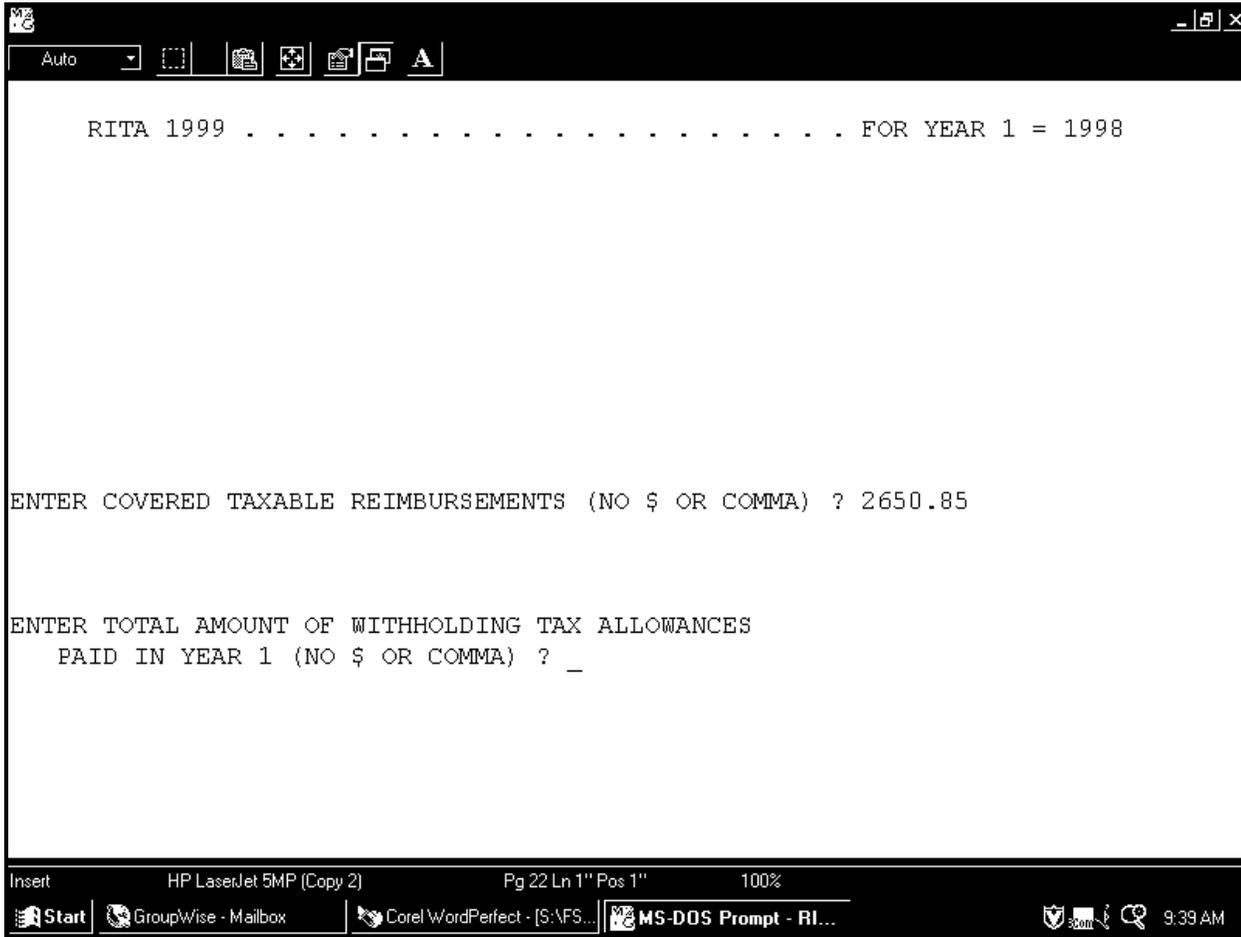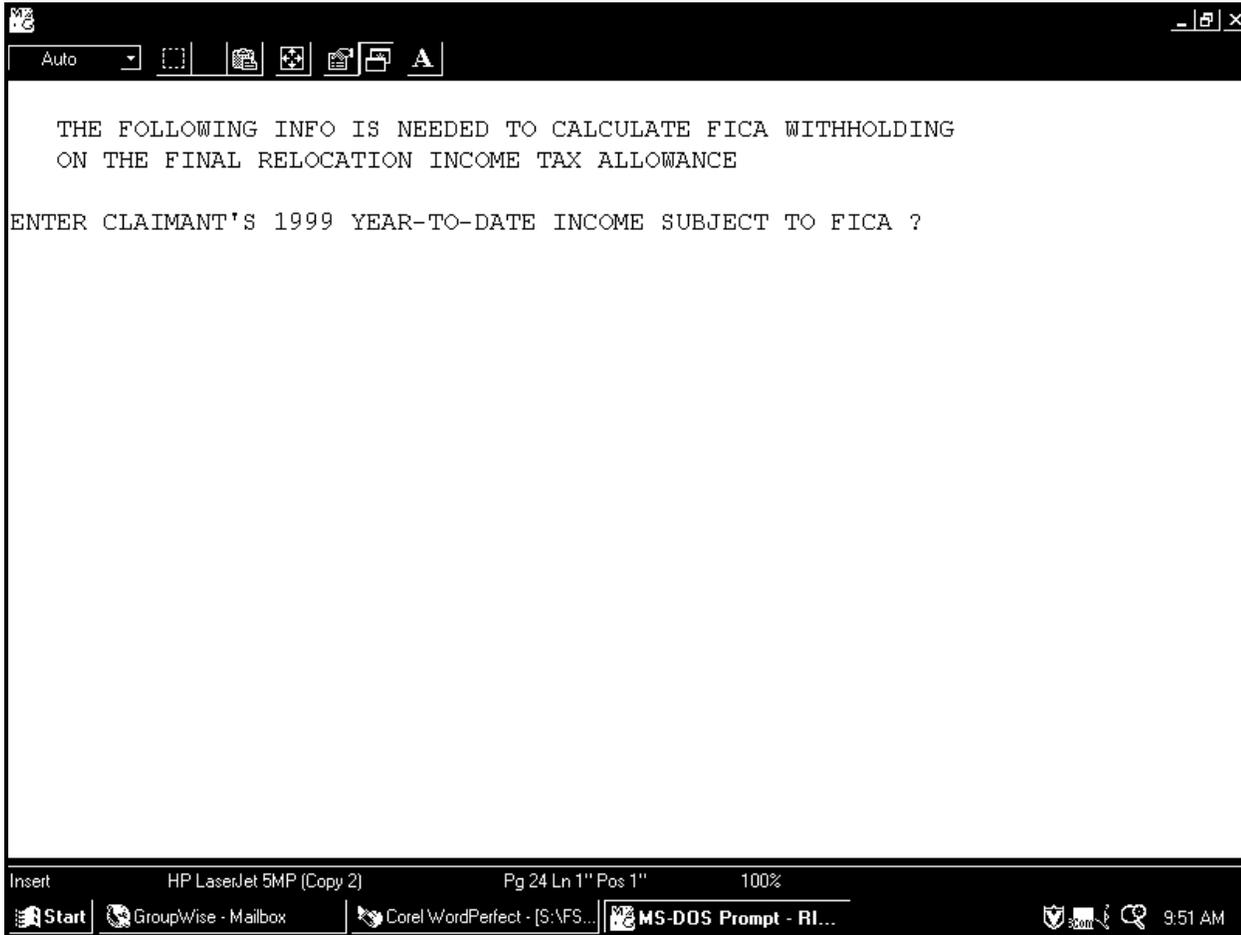
Instructions for Using PC Software to Calculate RITA (Continued)

The following is an example of Screen 24:

```
YOU MAY NOW ENTER INFORMATION ON ANY EMPLOYEE DEBTS THAT ARE TO BE
WITHHELD FROM THE FINAL RITA PAYMENT, SUCH AS FOR OUTSTANDING
ADVANCES, SHIPMENT OF HOUSEHOLD GOODS IN EXCESS OF THE WEIGHT
LIMIT, ETC.  YOU MAY ENTER UP TO TWO (2) DEBTS.

    DO YOU WANT TO ENTER ANY EMPLOYEE DEBTS - ENTER Y OR N - ?
```

ENTER "N".

PRESS "Enter".

Note: If the employee has a debt due FSA, the debt may be subtracted when the payment is made.

Instructions for Using PC Software to Calculate RITA (Continued)

The following is an example of Screen 25:

```
THE FOLLOWING INFO IS NEEDED TO CALCULATE FICA WITHHOLDING
ON THE FINAL RELOCATION INCOME TAX ALLOWANCE

ENTER CLAIMANT'S 1999 YEAR-TO-DATE INCOME SUBJECT TO FICA ? 20122.75



WHAT IS CLAIMANT'S FICA CATEGORY:

    1 - SUBJECT TO FICA WITHHOLDING FOR MEDICARE ONLY.  PERMANENT
        EMPLOYEES WHO HAVE BEEN CONTINUOUSLY EMPLOYED BY THE
        FEDERAL GOVERNMENT SINCE 12-31-83 FALL INTO THIS CATEGORY.

    2 - SUBJECT TO FULL FICA WITHHOLDING.  ALL TEMPORARIES AND
        PERMANENT EMPLOYEES WHO ENTERED OR RE-ENTERED FEDERAL
        SERVICE AFTER 12-31-83 FALL INTO THIS CATEGORY.

    ENTER NUMBER OF CORRECT ANSWER ? _
```

If the employee's retirement coverage is:

• CSRS, ENTER "1"
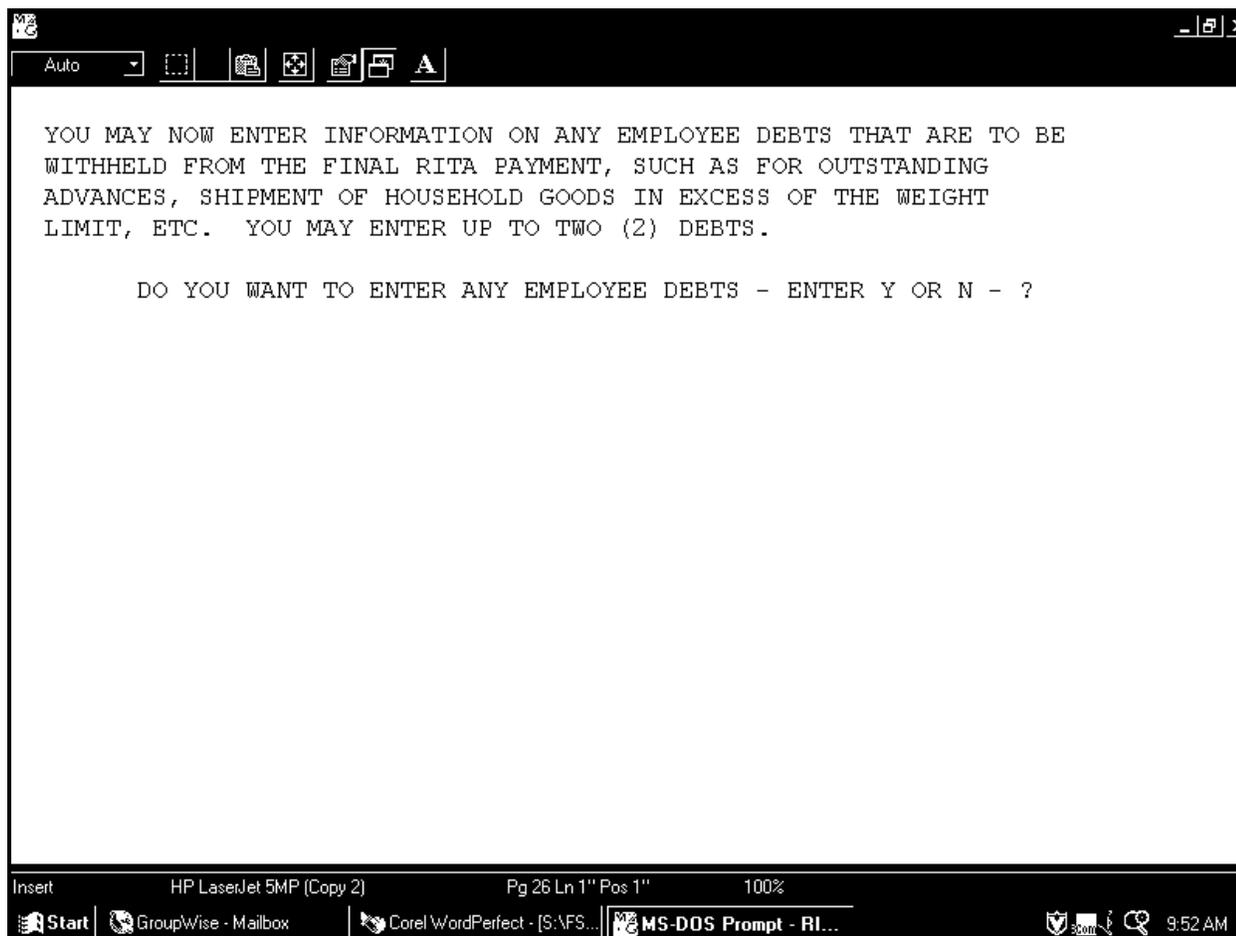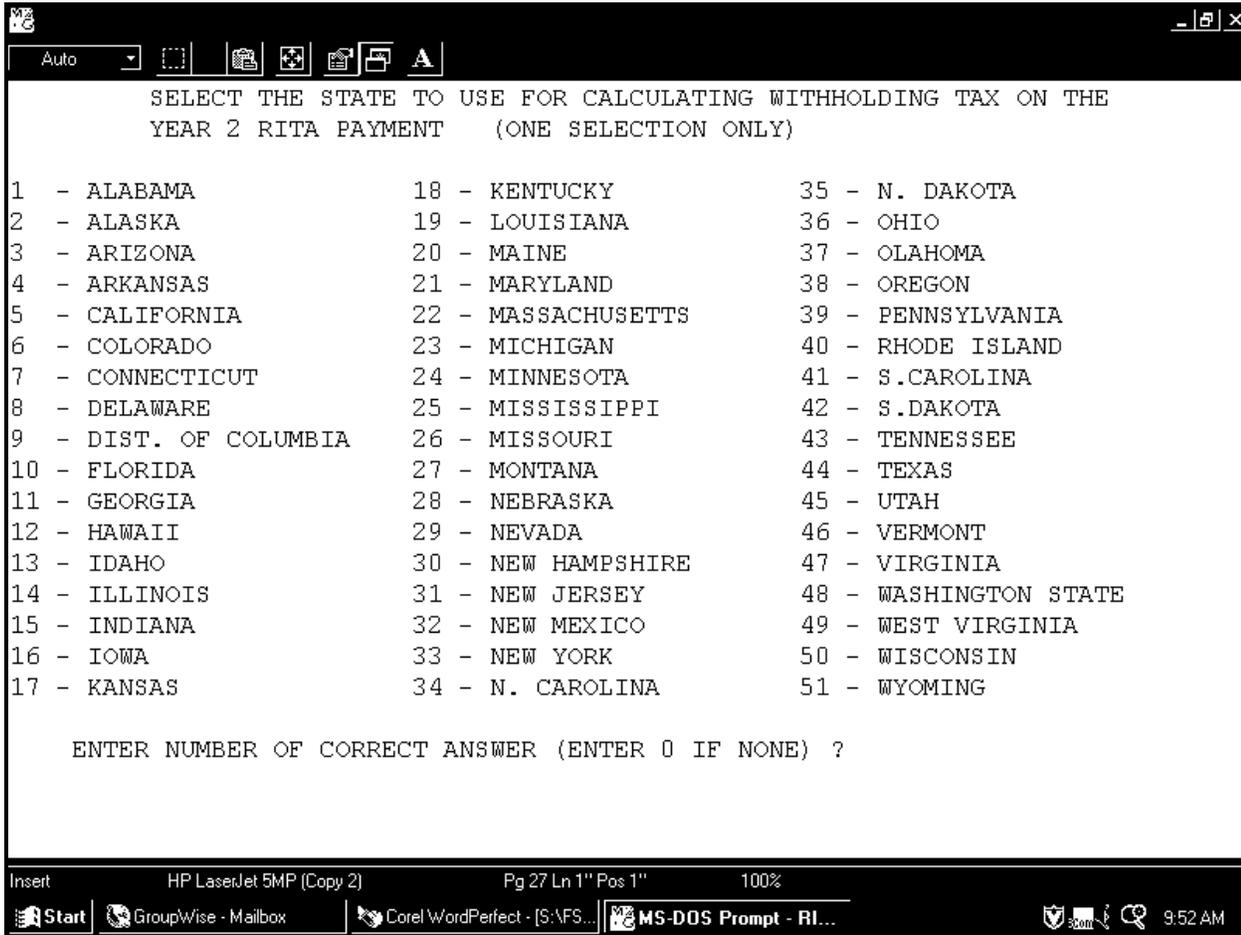• CSRS-offset, FERS, or FICA only, ENTER "2".

PRESS "Enter".

Continued on the next page

Instructions for Using PC Software to Calculate RITA (Continued)

The following is an example of Screen 26:

```
┌──────────────────────────────────────────────────────────────────────┐
│ ⬚                                                              _ ⊡ ×   │
│ ┌ Auto    ▾┐  ▫    ▨ ▣  ⊡▤  A                                          │
│          SELECT THE STATE TO USE FOR CALCULATING WITHHOLDING TAX ON THE│
│          YEAR 2 RITA PAYMENT   (ONE SELECTION ONLY)                     │
│                                                                        │
│ 1  - ALABAMA            18 - KENTUCKY          35 - N. DAKOTA          │
│ 2  - ALASKA             19 - LOUISIANA         36 - OHIO               │
│ 3  - ARIZONA            20 - MAINE             37 - OLAHOMA            │
│ 4  - ARKANSAS           21 - MARYLAND          38 - OREGON             │
│ 5  - CALIFORNIA         22 - MASSACHUSETTS     39 - PENNSYLVANIA       │
│ 6  - COLORADO           23 - MICHIGAN          40 - RHODE ISLAND       │
│ 7  - CONNECTICUT        24 - MINNESOTA         41 - S.CAROLINA         │
│ 8  - DELAWARE           25 - MISSISSIPPI       42 - S.DAKOTA           │
│ 9  - DIST. OF COLUMBIA  26 - MISSOURI          43 - TENNESSEE          │
│ 10 - FLORIDA            27 - MONTANA           44 - TEXAS              │
│ 11 - GEORGIA            28 - NEBRASKA          45 - UTAH               │
│ 12 - HAWAII             29 - NEVADA            46 - VERMONT            │
│ 13 - IDAHO              30 - NEW HAMPSHIRE     47 - VIRGINIA           │
│ 14 - ILLINOIS           31 - NEW JERSEY        48 - WASHINGTON STATE   │
│ 15 - INDIANA            32 - NEW MEXICO        49 - WEST VIRGINIA      │
│ 16 - IOWA               33 - NEW YORK          50 - WISCONSIN          │
│ 17 - KANSAS             34 - N. CAROLINA       51 - WYOMING            │
│                                                                        │
│     ENTER NUMBER OF CORRECT ANSWER (ENTER 0 IF NONE) ?                 │
│                                                                        │
│ Insert        HP LaserJet 5MP (Copy 2)      Pg 27 Ln 1" Pos 1"   100%  │
│ ▣Start  ▨GroupWise - Mailbox   ▨Corel WordPerfect - [S:\FS...  ▨MS-DOS Prompt - RI...    ▨▬{ ⊘  9:52 AM │
└──────────────────────────────────────────────────────────────────────┘
```

Enter the code associated with the State that the employee will incur income tax liability in 1999. Select the code from the screen.

Note: The State codes are associated with the RITA software and is **not** the same as the State numeric code used by FSA.

PRESS "Enter".

Instructions for Using PC Software to Calculate RITA (Continued)

The following is an example of Screen 27:

```
 RITA CALCULATION, YEAR2 =  1999 AND YEAR1 =  1998
NAME OF CLAIMANT                :   Sly Barker
SSN OF CLAIMANT                 :   345/67/8992
EARNED INCOME FOR YEAR 1        :   $   23,445.50
FILING STATUS                   :   MARRIED FILING JOINT RETURN
FEDERAL TAX RATES               :   .15  (YR1);  .15  (YR2)
STATE TAX RATE AND STATE        :   .05 MARYLAND
LOCAL TAX RATE BASED ON INCOME:   .025   (BASED ON STATE TAX)
COMBINED MARGINAL TAX RATES   :   .21375  (YR1);  .21375  (YR2)
COVERED TAXABLE REIMBURSEMENTS:  $  2,650.85
TOTAL RELOCATION INC.TAX ALLOWANCE (YEAR 2)  :  $     720.66
   LESS WITHHOLDING TAX ALLOWANCES (YEAR 1)  :  $    -241.00
                                                 -----------
FINAL RELOCATION INC.TAX ALLOWANCE (YEAR 2)  :  $     479.66
   LESS 28% FED.WITHHOLDING TAX FOR YEAR 2   :  $    -134.30
   LESS FICA TAX                             :  $     -36.70
   LESS STATE WITHHOLDING TAX FOR YEAR 2     :  $     -23.98
                                                 -----------
NET PAYMENT FOR YEAR 2 AFTER WITHHOLDING      :  $     284.68
   LESS OFFSETS                              :  $       0.00
NET RELOCATION PAYMENT TO CLAIMANT            :  $     284.68



DO YOU WANT TO PRINT THIS ( ENTER Y OR N ) ?
```

This screen will be displayed with calculated amount of the payment due the employee, or the amount the employee has been overpaid. ENTER "Y" to print the report, or "N" if the report is not to be printed.

Note: Refer to 115-FI (Rev. 4) , paragraph 224, for instructions on issuing the payment.
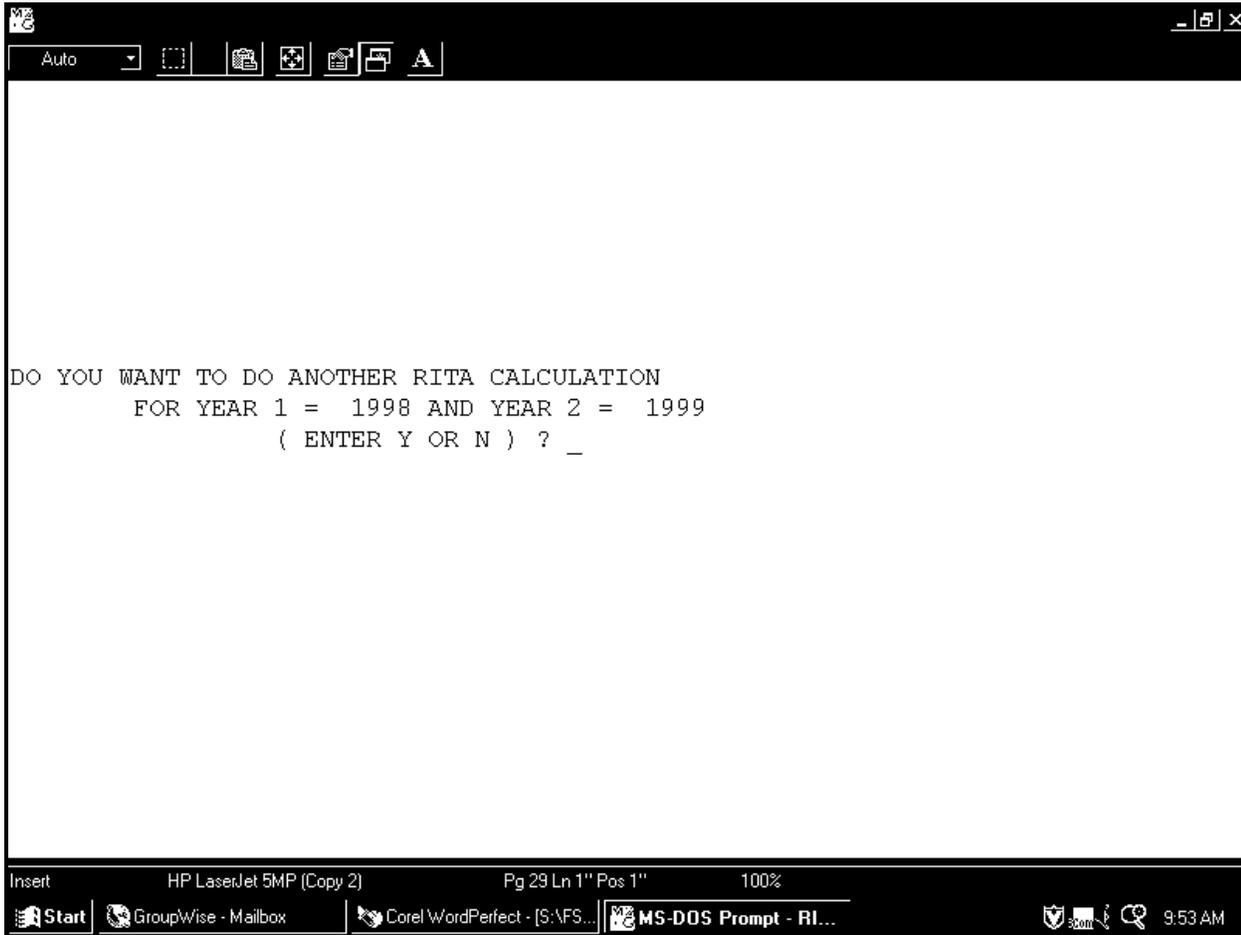
PRESS "Enter".

Instructions for Using PC Software to Calculate RITA (Continued)

The following is an example of Screen 28:

```
Auto

DO YOU WANT TO DO ANOTHER RITA CALCULATION
        FOR YEAR 1 =  1998 AND YEAR 2 =  1999
                ( ENTER Y OR N ) ? _
```

Insert   HP LaserJet 5MP (Copy 2)   Pg 29 Ln 1" Pos 1"   100%

Start | GroupWise - Mailbox | Corel WordPerfect - [S:\FS...] | MS-DOS Prompt - RI...   9:53 AM

If the user has another RITA calculation to perform, ENTER "Y". If not, ENTER "N".

PRESS "Enter".