# TAXES

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<td>Wisconsin</td>
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<td>112</td>
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Employee Taxes

Introduction

Taxes are withheld from employee pay on a biweekly basis. These withholdings include:

1. Federal
2. State of Arizona or state specific taxes for outside Arizona workers
3. Social Security
4. Medicare
5. MQGE (where applicable)

Employee tax withholdings will default as defined by federal law and state law. However, an employee must complete the required legal documents (W-4, A-4 or state specific withholding form) to add or change tax withholdings. Employee federal taxes will be set up on the Employee United States Taxes form PR13.1.

Agency Payroll Specialists have access to enter federal and state tax information. An employee also has the option to login to Y.E.S. and select their federal and Arizona tax withholdings; other state tax withholdings require a paper form. The information entered in Y.E.S. will automatically update HRIS. Other state tax withholdings cannot be entered in Y.E.S.

Once employee taxes are updated, file the applicable W-4 and A-4 paper form as determined by each agency.

Taxes Entry Tips

- Unlike many other HRIS Transactions, changes to employee tax withholdings cannot be future dated.
- Changes can be made to employee taxes at any time, and these changes will be reflected on the next manual payment or regular payroll.
- Changes are effective in HRIS immediately.
- A rehired employee must complete new tax forms to update the record in HRIS. If not, the employee must be setup to the default federal withholding rate of Single and no adjustments and the default State of Arizona withholding rate of 2.7% or state specific default rate.
**Federal Tax**

**Enter Federal Tax PR13.1**

The IRS revised the Form W-4 Employee's Withholding Certificate effective January 1, 2020, resulting in several new fields in HRIS. The fields used for the W-4 are the Mar Stat, Tax Exm, Tax Info 1 tab and Tax Info 2 tab.

Access the PR13.1 Employee United States Taxes (PR13.1)

1. Type **PR13.1** in search field, click **Go**
2. **Company**: Type or select **1**
3. **Employee**: Type or select the **Employee Identification Number**
4. Click **Inquire**

The first row displays the default federal tax (Ded T101) withholding election of **Single** (Mar Stat 01). Use the employee's W-4 Employee's Withholding Certificate to complete the following entry into HRIS.

5. **FC**: Type or select **C** in the **Federal Withholding** tax deduction row to make changes to the default withholding elections to match the W-4
6. **Mar Stat**: Select the value related to the marital status indicated in Step 1(c) of the W-4
- Select 01 for Single/Married filing separately
- Select 04 for Married filing jointly (or Qualifying widow(er))
- Select 06 for Head of household

7. Click Tax Info 2

8. **Form Year**: Type the 4-digit **Year** from the top right corner of the W-4. The Form Year is required to ensure the appropriate tax tables are used. A blank Form Year indicates the employee has elections from prior to 1/1/2020.

9. **Multiple Jobs**: Select 1 or 2 as indicated in Step 2(c) of the W-4
- Select **1 No** (default value) if Step 2(c) box is blank
- Select **2 Yes** if Step 2(c) box is checked

### Table: Federal Withholding

<table>
<thead>
<tr>
<th>FC</th>
<th>Ded</th>
<th>Description</th>
<th>Exempt</th>
<th>Amount</th>
<th>Tax</th>
<th>Code</th>
</tr>
</thead>
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<tr>
<td>Y</td>
<td>W1</td>
<td>FEDERAL WITHHOLDING</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Y</td>
<td>W2</td>
<td>AZ STATE WH TAX</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Tax Info 1 Tab

**Dependents**: Leave blank or enter value from Step 3, line 3 of the W-4

**Other Income**: Leave blank or enter value from Step 4, line 4(a) of the W-4

**Deductions**: Leave blank or enter value from Step 4, line 4(b) of the W-4

10. **Dependents**: Leave blank or enter value from Step 3, line 3 of the W-4

   **Step 3: Claim Dependents**
   - If your income will be $200,000 or less ($400,000 or less if married filing jointly):
     - Multiply the number of qualifying children under age 17 by $2,000: $5,000
     - Multiply the number of other dependents by $500: $3,500
   - Add the amounts above and enter the total here: $8,500

11. **Other Income**: Leave blank or enter value from Step 4, line 4(a) of the W-4

12. **Deductions**: Leave blank or enter value from Step 4, line 4(b) of the W-4

   **Step 4 (optional): Other Adjustments**
   (a) **Other income (not from jobs)**, if you want tax withheld for other income you expect this year that won’t have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income.
   - **4(a)**: $10,000

(b) **Deductions**, if you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here.
   - **4(b)**: $2,500

(c) **Extra withholding**, enter any additional tax you want withheld each pay period:
   - **4(c)**: $25

Tax Info 1 Tab: Enter extra withholding amount

13. Click **Tax Info 1**

14. **Tax Code**: Select **02 Addtl Amt; Tax not > txbl wage**

15. **Amount**: Leave blank or **Enter the amount** from W-4 Step 4 box 4(c)
16. Click Change. Status bar displays message Change Complete – Continue

Enter Exempt Tax Withholding

An employee claiming exemption from withholding has to write Exempt on the Form W-4 in the space below Step 4(c). The employee must only complete Steps 1a, 1b and Step 5 of the W-4.

Access the PR13.1 Employee United States Taxes (PR13.1)

1. Type PR13.1 in search field, click Go
2. **Company**: Type or select 1
3. **Employee**: Type or select the Employee Identification Number
4. Click Inquire The first row displays the default federal tax T101 withholding election of single with no additional adjustments
5. **FC**: Type or select C in the federal tax deduction row

6. **Tax Exm**: Select Y Yes; Tax Exempt only

7. Click **Tax Info 1**

8. **Tax Code**: Must be blank

9. **Rate**: Must be blank

10. **Amount**: Must be blank

11. Click **Tax Info 2**

12. **Form Year**: Type the 4-digit year from the top right corner of the Form W-4. The **Form Year** is required to ensure the appropriate tax tables are used. A blank **Form Year** indicates the employee has elections from prior to 1/1/2020.

13. **Dependents**: Must be blank
14. **Other Income:** Must be blank
15. **Deductions:** Must be blank
16. Click **Change**

**US Tax Deduction Errors PR13.8**

Use this form to view tax errors after an employee is hired.

1. Type **PR13.8** in the Search box, click **Go**
2. **Company:** Type or select **1**
3. **Employee:** Type or select the **Employee Identification Number**
4. **Effective Date:** Enter the employee’s **Hire Date** from HR11.1
5. Click **Inquire**

6. Click **Messages** to view any errors that need to be corrected
7. Click **Location Changes** to view errors due to location changes on an employee time record, that override the employee’s record location

8. Click **Deduction Changes** to view changes that occurred due to a Tax Locator update

**IRS Lock-In Withholding**

Use Tax Withholding Lock-In PR14.2 to view the withholding level for federal withholding tax for an employee for whom the State of Arizona has received a **lock-in letter** from the IRS. ADOA Central Payroll maintains the entry and release of the Lock-In withholding. This form is view only.

1. Enter **PR14.2** in the search box, click **Go**
2. **Company**: Type or select **1**
3. **Employee**: Type or select the **Employee Identification Number**
4. **Deduction**: Type or select **T101**
5. Click **Inquire**

6. **Lock In** display is blank or displays **9 Lock-in**
   - Blank **Not applicable** indicates there is not an IRS Lock-in letter in place; employee can change their federal tax elections
   - **9- Lock-in** indicates federal tax cannot be changed; employee will receive an error in Y.E.S. if the employee attempts to change the federal tax. Agency Payroll Specialist cannot make changes on PR13.1; an error message of **Cannot change; tax withholding lock in place** will display in the status bar.

The **Marital Status** and **Exempt Number** (pre 2020 lock-in) displays what the IRS will allow the employee to claim. If the exemption field is blank, the employee will not be able to claim any exemptions. The employee will not be able to change their tax withholding unless they are making changes to withhold more taxes.
Arizona State Tax

Enter Arizona Percentage PR14.1

Enter employee elected state tax withholding on PR14.1 and PR13.1 using the amount from the Employee’s Arizona Withholding Election Form A-4. Unless the employee is claiming exempt, an employee also has the option to select the Arizona tax withholding in Y.E.S. The information will automatically update HRIS within 24 hours.

1. Type **PR14.1** in search field, click **Go**
2. **Company**: Type or select **1**
3. **Employee**: Type or select the **Employee Identification Number**
4. **Deduction Code**: Type or select **T201** Deduction Code
5. Click **Inquire**
6. **BSI Formula:** Enter value based on employee's percentage election on the A-4

<table>
<thead>
<tr>
<th>PR14 BSI Formula</th>
<th>% of Gross Taxable Wages</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>5.1%</td>
</tr>
<tr>
<td>11</td>
<td>4.2%</td>
</tr>
<tr>
<td>12</td>
<td>3.6%</td>
</tr>
<tr>
<td>13</td>
<td>2.7%</td>
</tr>
<tr>
<td>14</td>
<td>1.8%</td>
</tr>
<tr>
<td>9</td>
<td>1.3%</td>
</tr>
<tr>
<td>15</td>
<td>0.8%</td>
</tr>
<tr>
<td>8</td>
<td>0.00%</td>
</tr>
</tbody>
</table>

- Formula 13 (2.7%) is used as a default if employee did not elect a percentage on the A-4
- Formula 8 Employee does not expect to have any Arizona tax liability for the current taxable year. Must file certification annually

7. **Click Change.** Status bar displays message *Change Complete - Continue*

- PR13.1 now displays the BSI formula value on **Tax Info 1** tab for T201 deduction code
- **Note:** *If employee is claiming exempt, review the PR13.1 and confirm that the Tax Exempt field is blank*
Enter Additional State Amount PR13.1

Review PR13.1 to review or update Additional Amount field or Tax Exm flag.

Remove any Additional Amount or remove the Tax Exempt Flag that may remain from a previous A-4 election.

1. Type PR13.1 in search field, click Go
2. Company: Type or select 1
3. Employee: Type or select the Employee Identification Number
4. Click Inquire

5. FC: Type or select C in the T201 Deduction row
6. Tax Emp flag must be blank, remove Y if displayed
7. Click Tax Info 1
8. Tax Code: Select 02 Addtl Amt; Tax not > txbl wage
9. Amount: Enter additional amount up to two-decimals from A-4
   - If the employee is claiming Tax Exempt, the employee cannot have an additional amount
10. Click Change

This completes the process for State of Arizona tax elections.
Deceased Employee - Disable Taxes

Introduction

Any wages due to a deceased employee’s beneficiary have special tax treatment. Depending on the year of death and year of payment, various taxes need to be stopped before a payment can be issued.

1. Taxable wage is disabled on PR13.7
2. Tax deductions are end dated on PR15.2

<table>
<thead>
<tr>
<th>Wages paid IN SAME calendar year as employee’s death</th>
<th>Federal &amp; State Tax</th>
<th>Social Security &amp; Medicare</th>
<th>Deduction Codes to Disable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exempt</td>
<td>Taxable</td>
<td>T101 and T201 or other state Tax Code(s)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Wages paid AFTER calendar year of employee’s death</th>
<th>Federal &amp; State Tax</th>
<th>Social Security &amp; Medicare</th>
<th>Deduction Codes to Disable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exempt</td>
<td>Exempt</td>
<td>T101, T102, T103, T104, T105 and T201 or other state tax code</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>MQGE EE: T101, T106, T107 and T201 or other state tax code</td>
<td></td>
</tr>
</tbody>
</table>

Disable Taxable Wages – US Tax Locations PR13.7

1. Type **PR13.7** in search field, click **Go**
2. **Company**: Type or select 1
3. **Employee**: Type or select the **Employee Identification Number**
4. Click **Next**
5. Click **System Assigned Tax Deductions**

6. **FC**: Type or select **D** to disable
   - Select **D** for **T101** and **T201** or other state tax code if employee died in current calendar year
   - Select **D** for **T101**, **T201** or other state tax code, **T102**, **T103**, **T104**, **T105** if employee died in a prior calendar year

7. **Click Change**
   - Status bar displays message **Change Complete – Continue**
   - Status changes to **Disabled**
Stop Deceased Employee tax deductions PR15.2

Employee Deduction Speed Entry Form PR15.2

Use the PR15.2 to update multiple deductions on a single screen.

1. Type **PR15.2** in search field, click **Go**
2. **Company**: Type or select **1**
3. **Employee**: Type or select the **Employee Identification Number**
4. **Position To**: Enter **T101**
5. Click **Inquire**
6. **FC**: Type or select C
   
   - Select C for **T101** and **T201** or other state tax code if employee died in current calendar year
   
   - Select C for **T101, T201** or other state tax code, **T102, T103, T104, T105** if employee died in a prior calendar year

7. **End Date**: Select the date of death

8. Click **Change**

   The tax deductions are now stopped.
Medicare Qualified Government Employee (MQGE)

Introduction
An employee required to pay the Medicare-only portion of FICA is referred to as a Medicare Qualified Government Employee (MQGE). The employee will have only MQGE (Medicare Only) withheld from pay on a biweekly basis in place of Social Security and Medicare Taxes. The employee is still required to pay federal and state taxes. Eligible employees at the State of Arizona include Superior Court Judges.

MQGE deductions are established in HRIS using the US Tax Locations Form (PR13.7) and the employee Deduction Entry Form (PR14.1)

Note:
1. The MQGE withholding requires stopping the existing Medicare and Social Security withholdings then establishing an employee and employer MQGE withholding.
2. Changes to an employee’s tax withholdings cannot be future dated.
3. It is also possible to update the employee deductions via the Employee Deduction Speed Entry Form (PR15.2). However, instructions are not included in this document.

Update Taxes for MQGE Eligible Employee

Disable Social Security and Medicare Taxes
The US Tax Locations Form (PR13.7) is used to indicate whether a tax deduction code is to be included in the taxable wages calculation. A blank status includes the tax deduction code in taxable wages. A Disabled status will exclude the tax deduction code from the taxable wages calculation.

Type PR13.7 in search field, click Go
2. Company: Type or select 1
3. Employee: Type or select the Employee Identification Number
4. Click Next
5. Click **System Assigned Tax Deductions**

6. **FC:** Type or select **D** to disable the taxable wage
   - Select **D** for **T102, T103, T104** and **T105**

7. Click **Change**.
   - Status bar displays message **Change Complete – Continue**
   - Status changes to **Disabled**

Taxable wages are disabled. Continue to end date the employee deductions on PR14.1.

Use **Employee Deductions (PR14.1)** to stop **T102, T103, T104, and T105**.

This form is used to indicate whether a tax deduction code is taken from the employee's paycheck. **Disable the taxes on PR13.7 prior to end dating the deductions on PR14.1.**

Only change the fields indicated in this process, the values in other PR14.1 fields are defaulted based on the system setup, do NOT change the values.
1. Type PR14.1 in search field, click Go
2. **Company**: Type or select 1
3. **Employee**: Type or select the **Employee Identification Number**
4. **Deduction**: Enter T102
5. Click Inquire

6. **End Date**: Select the stop date for the deduction
   - Use **Hire Date** or the **Pay Period End (PPE) Date** from the payroll before the employee is enrolled in MQGE
7. Click **Change**. Status bar displays message **Change Complete - Continue**
8. Click **Next** to display T103
9. Repeat steps 6 & 7 for T103, T104 and T105 deductions

The process of disabling Social Security and Medicare Taxes is complete.
Enable MQGE Taxes
Create Employee Deductions (PR14.1) – Add T106 and T107

This form is used to create the MQGE tax deductions that will be withheld from the employee's paycheck. **Only input the fields indicated in this process, the values in other PR14.1 fields are defaulted based on the system setup, do NOT change the values.**

1. Type **PR14.1** in search field, click **Go**
2. **Company**: Type or select **1**
3. **Employee**: Type or select the **Employee Identification Number**
4. **Deduction**: Type **T106**
5. Click **Inquire**. Status bar displays the message **Employee Deduction Does Not Exist**

*Fields below must be blank to continue. If fields are populated, place your cursor in the Amount or Percent field and press Ctrl Shift K on your keyboard to clear the data.*

6. **Begin Date**: Select the start date of the MQGE deduction
   - Use **Hire Date** or the **Pay Period Begin Date** of the payroll the employee is enrolled in MQGE
7. Click **Add**. Status bar message displays **Add Complete – Continue**.

8. Repeat steps 4-7 for deduction **T107 MQGE-EE**

The MQGE tax deductions are added, follow process to Enable MQGE Deductions.

---

**Enable MQGE Deductions**

US Tax Locations Form (PR13.7) – T106 & T107

*It is very risky to enable/disable a tax deduction. It is extremely important that only the MQGE deductions be enabled. At no time should any other tax deductions be enabled using this form.*

---

1. **Type PR13.7 in search field, click Go**
2. **Company**: Type or select **1**
3. **Employee**: Type or select the **Employee Identification Number**
4. **Click Next**

---

5. **Click User Tax Deductions**
6. **FC**: Type or select **A** to Add
7. **Ded**: Select **T106** in the first row and **T107** in the second row
8. **Click Change**. Status bar displays message **Change Complete – Continue**.

This completes the process for setup of MQGE Deductions.
MQGE Employee No Longer Eligible due to Job Change

Disable MQGE/Enable Social Security and Medicare PR13.7

US Tax Locations Form (PR13.7)

Use the form to disable MQGE taxable wages and enable Social Security and Medicare taxable wages.

1. Type **PR13.7** in search field, click **Go**
2. **Company**: Type or select **1**
3. **Employee**: Type or select the **Employee Identification Number**
4. Click **Next**

5. Click **System Assigned Tax Deductions**
6. **FC**: Type or select **E** to Enable **T102, T103, T104** and **T105** deductions
7. **Click Change**. Status will no longer display **Disabled**.
8. Click **User Tax Deductions**

9. **FC**: Type or select **D** to Delete T106 and T107 deductions

10. Click **Change**
   - Deductions will be removed from the screen

The taxable wages setup is complete. Continue to Stop MQGE/Start Social Security and Medicare deductions.

**Stop MQGE/Start Social Security and Medicare deductions PR15.2**

**Employee Deduction Speed Entry Form PR15.2**

Use the PR15.2 to update multiple deductions on a single screen. Stop MQGE tax deductions and start Social Security and Medicare tax deductions.

1. Type **PR15.2** in search field, click **Go**
2. **Company**: Type or select **1**
3. **Employee**: Type or select the **Employee Identification Number**
4. **Position To**: Type **T102**
5. Click **Inquire**
6. **FC**: Type or select **C** for deductions **T102** through **T107**

7. **Begin Date**: Select the NEW start date for **T102**, **T103**, **T104** and **T105** deductions. Do not change begin date of **T106** and **T107** deductions.

8. **End Date**: Select the end date to stop the **T106** and **T107** deductions. **Delete** the existing end date so that field is blank for **T102**, **T103**, **T104** and **T105** deductions.

9. **Click Change**

This completes the process of disabling MQGE and starting Social Security & Medicare deductions.
Employee lives and works outside of Arizona

An employee who lives and works outside of Arizona cannot make state specific tax elections in Y.E.S. The withholding elections must be entered by the Agency Payroll Specialist directly in HRIS using the PR13.1 screen and some states also require entry on the PR14.1 screen.

General Instructions applicable to all states

Access the PR13.1 Employee United States Taxes (PR13.1)

1. Type **PR13.1** in search field, click **Go**
2. **Company**: Type or select 1
3. **Employee**: Type or select the **Employee Identification Number**
4. Click **Inquire**
5. The employee’s **Resident State** and **Work State** populate

6. Locate state specific tax row of the **two-digit state** identifier followed by **STATE W/H TAX EE**
7. **FC**: Type or select C for the state specific deduction
8. Follow state specific instructions for entry. Instructions in this training are based on the tax forms as of July 1, 2021.


The states below do not currently have an individual income tax, therefore no employee withholding for state income tax is required:

- Alaska
- Florida
- Nevada
- New Hampshire
- South Dakota
- Tennessee
- Texas
- Washington
- Wyoming

No action is required.

Use IRS Form W-4: New Mexico, North Dakota, or Utah

The following states calculate income tax withholding based on information reported by the employee on the IRS Form W-4 Employee’s Withholding Certificate. There is no separate state withholding certificate.

- New Mexico T359
- North Dakota T365
- Utah T385


Form: IRS Form W-4
1. **FC**: Type or select **C** for the **T3XX XX STATE W/H TAX EE** deduction

2. **Res** flag displays **Y**

3. **Mar Stat**: Select the value related to the marital status indicated in Step 1(c) of the W-4
   - Select **01** for Single/Married filing separately
   - Select **04** for Married filing jointly (or Qualifying window(er))
   - Select **06** for Head of household

4. **Tax Info 2**
   - Click **Tax Info 2** tab

5. **Form Year**: Type the **4-digit year** from the top right corner of the W-4

6. **Multiple Jobs**: Select **1** or **2** as indicated in Step 2(c) of the W-4
Step 2: Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs. Do only one of the following.

(a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3–4); or
(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; or
(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld.

TIP: To be accurate, submit a 2020 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

- Select **1 No** (default value) if Step 2(c) box is blank
- Select **2 Yes** if Step 2(c) box is checked

7. **Dependents**: Leave blank or enter value from Step 3, line 3 of the W-4

8. **Other Income**: Leave blank or enter value from Step 4, line 4(a) of the W-4

9. **Deductions**: Leave blank or enter value from Step 4, line 4(b) of the W-4

Tax Info 1 Tab. Enter extra withholding amount

10. Click **Tax Info 1**

11. **Tax Code**: Select **02 Addtl Amt; Tax not > txbl wage**

12. **Amount**: Leave blank or enter the amount from W-4 Step 4 box 4(c)
13. Click **Change**. Status bar displays message *Change Complete – Continue*.

This completes the process for state tax elections that use the IRS Form W-4.
Alabama T301

**Website:** Alabama Department of Revenue [https://revenue.alabama.gov](https://revenue.alabama.gov)

**Form:** A4 Employee's Withholding Tax Exemption Certificate

**Screenshot of Form**

```
Every employee, on or before the date of commencement of employment, shall furnish his or her employer with a signed Alabama withholding exemption certificate relating to the number of withholding exemptions which he or she claims, which in no event shall exceed the number to which the employee is entitled. In the event the employee inflates the number of exemptions allowed by this Chapter on Form A4, the employee shall pay a penalty of five hundred dollars ($500) for such action pursuant to Section 40-29-75.

Part I – To be completed by the employee

<table>
<thead>
<tr>
<th>STREET ADDRESS</th>
<th>CITY</th>
<th>STATE</th>
<th>ZIP CODE</th>
</tr>
</thead>
</table>

**HOW TO CLAIM YOUR WITHOLDING EXEMPTIONS**

1. If you claim no personal exemption for yourself and wish to withhold at the highest rate, write the figure “0.” sign and date Form A4 and file it with your employer.

2. If you are SINGLE or MARRIED FILING SEPARATELY, a $1,500 personal exemption is allowed.

3. If you are MARRIED or SINGLE CLAIMING HEAD OF FAMILY, a $3,000 personal exemption is allowed.

4. Number of dependents (other than spouse) that you will provide more than one-half of the support for during the year. See dependent qualification below.

5. Additional amount, if any, you want deducted each pay period.

6. This line to be completed by your employer: Total exemptions (example: employee claims “M” on line 3 and “2” on line 4. Employer should use column M-2 (married with 2 dependents) in the withholding tables).

Under penalties of perjury, I certify that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

Employee’s Signature ________________ Date ________________

**HRIS Entry**

1. **FC:** Type or select **C** for the **T301 AL STATE W/H TAX EE** deduction

2. **Res** flag displays **Y**
3. **Mar Stat:** Select the value related to the marital status indicated on the form

   - Select **01** if line 1 is **0**
   - Select **01** if line 2 is **S**
   - Select **03** if line 2 is **MS**
   - Select **02** if line 3 is **M**
   - Select **06** if line 3 is **H**

Enter Dependent and Additional Amount elections

4. **Exempt Number:** Enter amount from line 4.
   - If the employee is believed to have claimed more exemption than legally entitled or claims 8 or more dependent exemptions, the employer should contact the Alabama Department of revenue at the address or phone number listed on the form.
   - If the employee does not qualify for the exemptions claimed upon verification, the employer is required to withhold at the highest rate until the employee submits a corrected A4 Form reflecting the proper exemption the employee is entitled to claim.

5. **Tax Emp flag:** Select **No**
   - Change flag to **Y** if the employee is claiming exempt

6. Click **Tax Info 1** tab

7. **Tax Code:** Select **02** Addtl Amt; Tax not > txbl wage
8. **Amount**: Enter amount up to two decimals from line 5.
   - *If the employee is claiming Tax Exempt, they cannot have an additional amount*

9. Click **Change**, status bar displays message **Change Complete - Continue**

This completes the process for Alabama state tax elections.

**Arkansas T305**

**Website**: Arkansas Department of Finance and Administration [https://www.dfa.arkansas.gov](https://www.dfa.arkansas.gov)

**Form**: AR4EC Employee's Withholding Exemption Certificate

AR4ECSP Employee’s Special Withholding Exemption Certificate

A4EC (TX) Texarkana Employee’s Withholding Exemption Certificate

---

**AR4EC**

STATE OF ARKANSAS

Employee’s Withholding Exemption Certificate

---

HRIS Entry

<table>
<thead>
<tr>
<th>FC</th>
<th>Description</th>
<th>T</th>
<th>12</th>
<th>02</th>
<th>Exempt Amount</th>
<th>Exempt Number</th>
<th>Exempt Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>T21</td>
<td>STATE WITHHOLDING</td>
<td>Y</td>
<td>01</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>T21</td>
<td>AR STATE W/H TAX</td>
<td>Y</td>
<td>01</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>T305 AR STATE W/H TAX EE</td>
<td>Y</td>
<td>01</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. **FC**: Type or select **C** for the **T305 AR STATE W/H TAX EE** deduction
2. **Res flag displays Y**

3. **Mar Stat**: Select the same Mar Stat as **T101 Federal Withholding**

4. If the **Yes** box is selected in line 5 email outsideazwork@azdoa.gov for assistance with low-income tax rates

5. Enter Allowances/Dependent and Additional Amount elections

6. **Exempt Number**: Enter amount from line 3.

7. **Tax Emp flag**: Select **No**
   - Change flag to **Y** only if employee submits AR4ECSP Employee’s Special Withholding Exemption Certificate

8. Click **Tax Info 1** tab

9. **Tax Code**: Select **02** Addtl Amt; Tax not > txbl wage

10. **Amount**: Enter amount up to two-decimals from line 4.
   - *If the employee is claiming Tax Exempt, they cannot have an additional amount*

This completes the process for Arkansas state tax elections.
California T307

**Website:** State of California, Employment Development Department [https://www.edd.ca.gov](https://www.edd.ca.gov)

**Form:** DE 4 Employee's Withholding Allowance Certificate

**Default Rate:** Single with Zero withholding allowance

---

**Employee's Withholding Allowance Certificate**

Complete this form so that your employer can withhold the correct California state income tax from your paycheck.

**Enter Personal Information**

<table>
<thead>
<tr>
<th>First, Middle, Last Name</th>
<th>Social Security Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>Filing Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>□ SINGLE or MARRIED (with two or more incomes)</td>
</tr>
<tr>
<td></td>
<td>□ MARRIED (one income)</td>
</tr>
<tr>
<td></td>
<td>□ HEAD OF HOUSEHOLD</td>
</tr>
</tbody>
</table>

1. Use Worksheet A for Regular Withholding allowances. Use other worksheets on the following pages as applicable.
   1a. Number of Regular Withholding Allowances (Worksheet A)
   1b. Number of allowances from the Estimated Deductions (Worksheet B, if applicable.)
   1c. Total Number of Allowances you are claiming

2. Additional amount, if any, you want withheld each pay period (if employer agrees). *(Worksheet C)*

**OR**

**Exemption from Withholding**

3. I claim exemption from withholding for 2021, and I certify I meet both of the conditions for exemption. *(Check box here) X*

**OR**

4. I certify under penalty of perjury that I am not subject to California withholding. I meet the conditions set forth under the Service Member Civil Relief Act, as amended by the Military Spouses Residency Relief Act and the Veterans Benefits and Transition Act of 2018. *(Check box here) X*

Under the penalties of perjury, I certify that the number of withholding allowances claimed on this certificate does not exceed the number to which I am entitled or, if claiming exemption from withholding, that I am entitled to claim the exempt status.

**Employee's Signature** ____________________________ **Date** ____________

---

**HRIS Entry**

<table>
<thead>
<tr>
<th>PR13.1 - Employee United States Taxes - PROD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data View ▼</td>
</tr>
<tr>
<td><img src="image" alt="" /></td>
</tr>
</tbody>
</table>

1. **FC:** Type or select C for the **T307 CA STATE W/H TAX EE** deduction

2. **Res** flag displays Y

3. **Mar Stat:** Select the value related to the marital status indicated on the form
Complete this form so that your employer can withhold the correct California state income tax from your paycheck.

**Enter Personal Information**

<table>
<thead>
<tr>
<th>First, Middle, Last Name</th>
<th>Social Security Number</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employee Name</strong></td>
<td><strong>00-12-4567</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>Filing Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 N Main Street</td>
<td><strong>SINGLE or MARRIED (with two or more incomes)</strong></td>
</tr>
<tr>
<td>City, State, and ZIP Code</td>
<td><strong>MARRIED (one income)</strong></td>
</tr>
<tr>
<td>Anytown, CA 90210</td>
<td><strong>HEAD OF HOUSEHOLD</strong></td>
</tr>
</tbody>
</table>

- **Select 01 if** SINGLE or MARRIED** (with two or more incomes)** **is selected**
- **Select 05 if** MARRIED **(one income)** **is selected**
- **Select 06 if** HEAD OF HOUSEHOLD **is selected**

**Enter Allowances and Additional Amount elections**

1. **Number of Regular Withholding Allowances (Worksheet A)**
2. **Number of allowances from the Estimated Deductions (Worksheet B, if applicable)**
3. **Total Number of Allowances you are claiming**

**Exemption from Withholding**

- **I claim exemption from withholding for 2021, and I certify I meet both of the conditions for exemption.**
- **I certify under penalty of perjury that I am not subject to California withholding. I meet the conditions set forth under the Service Member Civil Relief Act, as amended by the Military Spouses Residency Relief Act and the Veterans Benefits and Transition Act of 2018.**

<table>
<thead>
<tr>
<th>Tax Code</th>
<th>Description</th>
<th>Rate</th>
<th>Amount</th>
<th>Formula</th>
</tr>
</thead>
<tbody>
<tr>
<td>DE</td>
<td>Addtl Amt; Tax not &gt; txbl wage</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. **Exempt Number:** Enter amount from line 1c.
5. **Tax Emp flag:** Select **No**
   - Change flag to **Y** only if employee is claiming exempt in line 3 or line 4.
   i. To continue to qualify for the exempt filing status, a new DE 4 designating EXEMPT must be submitted by February 15 of each year to continue the exemption.
6. **Click Tax Info 1 tab**
7. **Tax Code:** Select **02 Addtl Amt; Tax not > txbl wage**
8. **Amount:** Enter amount up to two-decimals from line 2.
9. Click **Change**, status bar displays message *Change Complete - Continue*

This completes the process for California state tax elections.

**Colorado T309**

**Website:** Colorado Department of Revenue [https://tax.colorado.gov/withholding-forms](https://tax.colorado.gov/withholding-forms)

**Form:** DR 0004 Colorado Employee Withholding Certificate

The **DR 0004** is optional for employees. If they do not complete the form, then taxes calculate based on the employee’s IRS Form W-4.

Form

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HRIS Entry

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1. **FC:** Type or select **C** for the **T309 CO STATE W/H TAX EE** deduction
2. **Res** flag displays **Y**
3. **Mar Stat:** Select the same Mar Stat as T101 Federal Withholding
4. **Tax Emp** flag: Select **No**
   - Change flag to **Y** only if employee submits **DR 1059 Exemptions from Withholding** for a Qualifying Spouse of a U.S. Armed Forces Service member
Enter Annual Withholding Allowance

5. Click Tax Info 2 tab

6. Form Year: Enter 4 digit calendar year

7. Deductions: Enter amount from Line 2

Enter Additional Withholding elections

8. Click Tax Info 1 tab

9. Tax Code: Select 02 Addtl Amt; Tax not > txbl wage

10. Amount: Enter amount up to two-decimals from line 3.

*If the employee is claiming Tax Exempt, they cannot have an additional amount*

11. Click Change, status bar displays message *Change Complete - Continue*
This completes the process for Colorado state tax elections

**Connecticut T311**

**Website:** Connecticut State Department of Revenue Services [https://portal.ct.gov/DRS](https://portal.ct.gov/DRS)

**Form:** CT-W4 Employee's Withholding Certificate

---

**Form CT-W4**

*Employee's Withholding Certificate*

*Effective January 1, 2021*

**Employee Instructions**

- Read the instructions on Page 2 before completing this form.
- Select the filing status you expect to report on your Connecticut income tax return. See instructions.

**Married Filing Jointly**

- **National Income:** Choose the statement that best describes your gross income.
- Enter the Withholding Code on Line 1 below.

<table>
<thead>
<tr>
<th>Withholding Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>E</strong></td>
<td>My expected annual gross income is less than or equal to $12,000 or I am claiming exemption under the MSRRRA* and no withholding is necessary.</td>
</tr>
<tr>
<td><strong>A</strong></td>
<td>My expected annual gross income is greater than $12,000.</td>
</tr>
<tr>
<td><strong>C</strong></td>
<td>I have significant nonwage income and wish to avoid having too little tax withheld.</td>
</tr>
<tr>
<td><strong>D</strong></td>
<td>I am a nonresident of Connecticut with substantial other income.</td>
</tr>
</tbody>
</table>

**National Income:**

<table>
<thead>
<tr>
<th>Withholding Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>E</strong></td>
<td>My expected annual gross income is less than or equal to $16,000 and no withholding is necessary.</td>
</tr>
<tr>
<td><strong>D</strong></td>
<td>My expected annual gross income is greater than $16,000.</td>
</tr>
<tr>
<td><strong>D</strong></td>
<td>I have significant nonwage income and wish to avoid having too little tax withheld.</td>
</tr>
<tr>
<td><strong>D</strong></td>
<td>I am a nonresident of Connecticut with substantial other income.</td>
</tr>
</tbody>
</table>

**Qualifying Widow(er)**

- **National Income:** Choose the statement that best describes your gross income.
- Enter the Withholding Code on Line 1 below.

<table>
<thead>
<tr>
<th>Withholding Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>E</strong></td>
<td>My expected annual gross income is less than or equal to $24,000 or I am claiming exemption under the MSRRRA* and no withholding is necessary.</td>
</tr>
<tr>
<td><strong>F</strong></td>
<td>My expected annual gross income is greater than $24,000.</td>
</tr>
<tr>
<td><strong>D</strong></td>
<td>I have significant nonwage income and wish to avoid having too little tax withheld.</td>
</tr>
<tr>
<td><strong>D</strong></td>
<td>I am a nonresident of Connecticut with substantial other income.</td>
</tr>
</tbody>
</table>

**National Income:**

<table>
<thead>
<tr>
<th>Withholding Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>E</strong></td>
<td>My expected annual gross income is less than or equal to $19,000 and no withholding is necessary.</td>
</tr>
<tr>
<td><strong>F</strong></td>
<td>My expected annual gross income is greater than $19,000.</td>
</tr>
<tr>
<td><strong>D</strong></td>
<td>I have significant nonwage income and wish to avoid having too little tax withheld.</td>
</tr>
<tr>
<td><strong>D</strong></td>
<td>I am a nonresident of Connecticut with substantial other income.</td>
</tr>
</tbody>
</table>

**Head of Household**

<table>
<thead>
<tr>
<th>National Income</th>
<th>Withholding Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>E</strong></td>
<td>My expected annual gross income is less than or equal to $22,000 and no withholding is necessary.</td>
<td></td>
</tr>
<tr>
<td><strong>B</strong></td>
<td>My expected annual gross income is greater than $22,000.</td>
<td></td>
</tr>
<tr>
<td><strong>D</strong></td>
<td>I have significant nonwage income and wish to avoid having too little tax withheld.</td>
<td></td>
</tr>
<tr>
<td><strong>D</strong></td>
<td>I am a nonresident of Connecticut with substantial other income.</td>
<td></td>
</tr>
</tbody>
</table>

---

**Employees:**

- **See Employees General Instructions** on Page 2. Sign and return Form CT-W4 to your employer. Keep a copy for your records.
- Check if you are claiming the MSRRRA exemption and enter state of legal residence/domicile:

**Withholding Code**

- **1.** Withholding Code: Enter Withholding Code letter chosen from above.
- **2.** Additional withholding amount per pay period: If any, see instructions.
- **3.** Reduced withholding amount per pay period: If any, see instructions.

<table>
<thead>
<tr>
<th>First Name</th>
<th>Middle Initial</th>
<th>Last Name</th>
<th>Social Security Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Home Address (number and street, apartment number, suite number, P.O. Box)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td>City/Town</td>
</tr>
<tr>
<td>-----------</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Declaration:** I declare under penalty of law that I have examined this certificate and, to the best of my knowledge and belief, it is true, complete, and correct. I understand the penalty for reporting false information is a fine of not more than $5,000, imprisonment for not more than five years, or both.

**Employee's Signature**

**Date**
HRIS Entry

1. **FC**: Type or select **C** for the **T311 CT STATE W/H TAX EE** deduction

2. **Res** flag displays **Y**

3. **Mar Stat**: Select the value related to the marital status indicated on the form

   - **Select 03** if line 1 is **A**
   - **Select 06** if line 1 is **B**
   - **Select 05** if line 1 is **C**
   - **Select 04** if line 1 is **D**
   - **Select 01** if line 1 is **E** and Select **Y** in **Tax Exm** field (step 5)
   - **Select 01** if line 1 is **F**

Enter Additional Amount elections

<table>
<thead>
<tr>
<th>Employees: See Employee General Instructions on Page 2. Sign and return Form CT-W4 to your employer. Keep a copy for your records.</th>
<th>A, B, C, D or E</th>
<th>Check if you are claiming the MSRRRA exemption and enter state of legal residence/domicile:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Withholding Code: Enter Withholding Code letter chosen from above.</td>
<td>25.00</td>
<td></td>
</tr>
<tr>
<td>Additional withholding amount per pay period: If any, see instructions.</td>
<td>25.00</td>
<td></td>
</tr>
<tr>
<td>Reduced withholding amount per pay period: If any, see instructions.</td>
<td>25.00</td>
<td></td>
</tr>
</tbody>
</table>

4. **Tax Emp** flag: Select **No**

   - Change flag to **Y** only if employee is claiming exempt
5. Click **Tax Info 1** tab
6. **Tax Code**: Select 02 Addtl Amt; Tax not > txbl wage
7. **Amount**: Enter amount up to two-decimals from line 2.
   - *If the employee is claiming Tax Exempt, they cannot have an additional amount*
8. Click **Change**, status bar displays message **Change Complete - Continue**

This completes the process for Connecticut state tax elections.

**Delaware T313**

**Website**: Delaware Division of Revenue [https://revenue.delaware.gov](https://revenue.delaware.gov)

**Form**: W-4 Employee's Withholding Allowance Certificate

![W-4 Employee's Withholding Allowance Certificate](image)

**HRIS Entry**

1. **FC**: Type or select C for the **T313 DE STATE W/H TAX EE** deduction
2. **Res** flag displays Y

3. **Mar Stat**: Select the value related to the marital status indicated on the form

   - Select 01 for Single
   - Select 02 for Married

Enter Allowances/Dependent and Additional Amount elections

4. **Exempt Number**: Enter amount from line 4.

5. Click **Tax Info 1** tab

6. **Tax Code**: Select 02 Addtl Amt; Tax not > txbl wage

7. **Amount**: Enter amount up to two-decimals from line 5.

8. Click **Change**, status bar displays message *Change Complete* - *Continue*

This completes the process for Delaware state tax elections.
Georgia T317

Website: Georgia Department of Revenue [https://dor.georgia.gov](https://dor.georgia.gov)

Form: G-4 State of Georgia Employee's Withholding Allowance Certificate

---

**STATE OF GEORGIA EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE**

1a. YOUR FULL NAME

1b. YOUR SOCIAL SECURITY NUMBER

2a. HOME ADDRESS (Number, Street, or Rural Route)

2b. CITY, STATE AND ZIP CODE

**PLEASE READ INSTRUCTIONS ON REVERSE SIDE BEFORE COMPLETING LINES 3 – 8**

3. MARITAL STATUS

   A. Single: Enter 0 or 1

   B. Married Filing Joint, both spouses working:

   Enter 0 or 1

   C. Married Filing Joint, one spouse working:

   Enter 0 or 1

   D. Married Filing Separate:

   Enter 0 or 1

   E. Head of Household:

   Enter 0 or 1

**4. DEPENDENT ALLOWANCES**

**5. ADDITIONAL ALLOWANCES**

   (worksheet below must be completed)

**6. ADDITIONAL WITHHOLDING**

---

**WORKSHEET FOR CALCULATING ADDITIONAL ALLOWANCES**

(Must be completed in order to enter an amount on step 5)

1. COMPLETE THIS LINE ONLY IF USING STANDARD DEDUCTION:

   Yourself: □ Age 65 or over □ Blind

   Spouse: □ Age 65 or over □ Blind

   Number of boxes checked $ x 1300..............$  

2. ADDITIONAL ALLOWANCES FOR DEDUCTIONS:

   A. Federal Estimated Itemized Deductions (If Itemizing Deductions) $  

   B. Georgia Standard Deduction (enter one):

      Single/Head of Household

      $4,600

      Each Spouse

      $3,000

   C. Subtract Line B from Line A (if zero or less, enter zero) $  

   D. Allowable Deductions to Federal Adjusted Gross Income $  

   E. Add the Amounts on Lines 1, 2C, and 2D $  

   F. Estimate of Taxable Income not Subject to Withholding $  

   G. Subtract Line F from Line E (if zero or less, stop here) $  

   H. Divide the Amount on Line G by $3,000. Enter total here and on Line 5 above $  

   (This is the maximum number of additional allowances you can claim. If the remainder is over $1,500 round up)

7. LETTER USED (Marital Status A, B, C, D, or E)  TOTAL ALLOWANCES (Total of Lines 3 - 5)  

   (Employer: The letter indicates the tax tables in Employer's Tax Guide)

8. EXEMPT: (Do not complete Lines 3 - 7 if claiming exempt) Read the Line 8 instructions on page 2 before completing this section.

   a) I claim exemption from withholding because I incurred no Georgia income tax liability last year and I do not expect to have a Georgia income tax liability this year. Check here □

   b) I certify that I am not subject to Georgia withholding because I meet the conditions set forth under the Servicemembers Civil Relief Act as provided on page 2. My state of residence is _______________. The state(s) of residence must be the same to be exempt. Check here □

   I certify under penalty of perjury that I am entitled to the number of withholding allowances or the exemption from withholding status claimed on this Form G-4. Also, I authorize my employer to deduct per pay period the additional amount listed above.

   Employee’s Signature

   Date

---
HRIS Entry

1. **FC**: Type or select **C** for the **T317 GA STATE W/H TAX EE** deduction
2. **Res** flag displays **Y**
3. **Mar Stat**: Select the value related to the marital status indicated on the form
   - Select **01** for Code **A**
   - Select **04** for Code **B**
   - Select **05** for Code **C**
   - Select **03** for Code **D**
   - Select **06** for Code **E**

Enter Allowances/Dependent and Additional Amount elections

4. **Exempt Number**: Enter allowances from line 7.
5. **Tax Emp** flag: Select **No**
   - Change flag to **Y** only if employee is claiming exempt
6. Click **Tax Info 1** tab
7. **Tax Code**: Select **02** Addtl Amt; Tax not > txbl wage
8. **Amount**: Enter amount up to two-decimals from line 6.
   - *If the employee is claiming Tax Exempt, they cannot have an additional amount*
9. Click **Change**, status bar displays message *Change Complete - Continue.*
This completes the process for Georgia state tax elections.

**Hawaii T319**

**Website:** State of Hawaii Department of Taxation [https://tax.hawaii.gov](https://tax.hawaii.gov)

**Form:** HW-4 Employee’s Withholding Allowance and Status Certificate

---

**HRIS Entry**

<table>
<thead>
<tr>
<th>Data View</th>
<th>Special Actions</th>
<th>Change</th>
<th>Previous</th>
<th>Inquire</th>
<th>Next</th>
<th>Inquire</th>
</tr>
</thead>
</table>

1. **FC:** Type or select **C** for the **T319 HI STATE W/H TAX EE** deduction
2. **Res** flag displays **Y**
3. **Mar Stat:** Select the value related to the marital status indicated on the form

- Select **01** for Single
- Select **02** for Married
- Select **15** for Married, but withhold at the higher Single rate
- Certified Disabled Person or Nonresident Military Spouse:
i. Select 01

ii. Select Y in Tax Emp field (Step 5)

Enter Allowances/Dependent and Additional Amount elections

4. Exempt Number: Enter amount from line 4.
5. Tax Emp flag: Select No
   - Change flag to Y only if employee is claiming exempt
6. Click Tax Info 1 tab
7. Tax Code: Select 02 Addtl Amt; Tax not > txbl wage
8. Amount: Enter amount up to two-decimals from line 5.
   - If the employee is claiming Tax Exempt, they cannot have an additional amount
9. Click Change, status bar displays message Change Complete - Continue

This completes the process for Hawaii state tax elections.
Idaho T321

Website: Idaho State Tax Commission Department of Revenue [https://tax.idaho.gov](https://tax.idaho.gov)

Form: ID-W-4 Employee’s Withholding Allowance Certificate

WITHOLDING STATUS (see information above)

A [ ] (Single)  B [ ] (Married)  C [ ] (Married, but withhold at Single rate)

1. Total number of Idaho allowances you’re claiming .................................................................

2. Additional amount (if any) you need withhold from each paycheck (Enter whole dollars) ..........

Your Social Security number (required)

[ ]

Current mailing address

[ ]

City

[ ]

State

[ ]

ZIP Code

Under penalties of perjury, I declare that to the best of my knowledge and belief I can claim the number of withholding allowances on line 1 above.

[ ]

Your signature

[ ]

Date

HRIS Entry

1. FC: Type or select C for the T321 ID STATE W/H TAX EE deduction

2. Res flag displays Y

3. Mar Stat: Select the value related to the marital status indicated on the form
Enter Allowances/Dependent and Additional Amount elections

4. **Exempt Number**: Enter amount from line 2.
5. **Tax Emp flag**: Select **No**
   - Change flag to **Y** only if employee is claiming exempt
6. Click **Tax Info 1** tab
7. **Tax Code**: Select **02** Addtl Amt; Tax not > txbl wage
8. **Amount**: Enter amount up to two-decimals from line 2.
   - *If the employee is claiming Tax Exempt, they cannot have an additional amount*
9. Click **Change**, status bar displays message **Change Complete - Continue**

This completes the process for Idaho state tax elections.
Illinois T323

**Website:** Illinois Department of Revenue [https://www2.illinois.gov/rev](https://www2.illinois.gov/rev)

**Form:** IL-W-4 Employee's and other Payee’s Illinois Withholding Allowance Certificate

**HRIS Entry**

<table>
<thead>
<tr>
<th>FC</th>
<th>T323</th>
<th>IL STATE W/H TAX EE</th>
</tr>
</thead>
</table>

1. **FC:** Type or select **C** for the **T323 IL STATE W/H TAX EE** deduction
2. **Res** flag displays **Y**
3. **Mar Stat:** Select the same Mar Stat as **T101 Federal Withholding**

Enter Allowances/Dependent and Additional Amount elections
4. **Exempt Number**: Enter amount from line 1.

5. **Tax Emp flag**: Select **No**
   - Change flag to **Y** only if employee is claiming exempt

6. Click **Tax Info 1** tab

7. **Tax Code**: Select **02** Addtl Amt; Tax not > txbl wage

8. **Amount**: Enter amount up to two-decimals from line 3.
   - **If the employee is claiming Tax Exempt, they cannot have an additional amount**

9. Click **Change**, status bar displays message **Change Complete - Continue**

This completes the process for Illinois state tax elections.
Indiana T325
Website: Indiana Department of Revenue https://www.in.gov/dor

Form: WH-4 Employee's Withholding Exemption & County Status Certificate

HRIS Entry

Steps will be repeated for county specific taxes

1. **FC**: Type or select **C** for the **T325 IN STATE W/H TAX EE** deduction and county specific deduction

2. **Res** flag:
   - **T325 IN STATE W/H TAX EE** displays as **Y**
   - County Specific Tax select an option
     1. Select **4** for **Indiana County Resident**
     2. Select **5** for **Indiana County Non-Resident**
iii. Select 6 for Indiana County Resident Work

3. **Mar Stat**: Select the same Mar Stat as T101 Federal Withholding

Enter Allowances/Dependent and Additional Amount elections

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.</td>
<td>Add lines 2, 3, and 4. Enter the total</td>
</tr>
<tr>
<td>6.</td>
<td>You are entitled to claim an additional exemption for each qualifying dependent (see instructions)</td>
</tr>
<tr>
<td>7.</td>
<td>Enter the amount of additional state withholding (if any) you want withheld each pay period</td>
</tr>
<tr>
<td>8.</td>
<td>Enter the amount of additional county withholding (if any) you want withheld each pay period</td>
</tr>
</tbody>
</table>

I hereby declare that to the best of my knowledge the above statements are true.

4. **Exempt Number**: Enter amount from line 5.

5. **Tax Emp flag**: Select No
   - Change flag to Y only if employee is claiming exempt

6. Click **Tax Info 1** tab

7. **Tax Code**: Select 02 Addtl Amt; Tax not > txbl wage

8. **Amount**: Enter amount up to two-decimals from line 7.
   - If the employee is claiming Tax Exempt, they cannot have an additional amount

9. Click **Change**, status bar displays message **Change Complete - Continue**

This completes the process for Indiana state tax elections.
Iowa T327

Website: Iowa Department of Revenue https://tax.iowa.gov

Form: IA W-4 Employee's Withholding Allowance Certificate

Each employee must file this Iowa W-4 with his/her employer. Do not claim more allowances than necessary or you will not have enough tax withheld. You may file a new W-4 at any time if the number of your allowances increases. You must file a new W-4 within 10 days if the number of allowances previously claimed by you decreases.

Penalties apply for willfully supplying false information or for willful failure to supply information, which would reduce the withholding allowances. If you file as exempt from withholding and you incur an income tax liability, you may be subject to a penalty for underpayment of estimated tax.

Marital Status:  Single (or married but legally separated) □  Married □

Print your full name: __________________________  Social Security Number: __________________________

Home address: __________________________

City: __________________________  State: __________  ZIP: __________________________

Exemption from withholding
If you do not expect to owe any Iowa income tax and have a right to a full refund of ALL income tax withheld, enter “EXEMPT” here __________ and the year effective here __________.

Nonresidents may not claim this exemption.

Check this box if you are claiming an exemption from Iowa income tax as a military spouse based on the Military Spouses Residency Relief Act of 2009 or the Veterans Benefits and Transition Act of 2018 □

If claiming the military spouse exemption, enter your state of domicile or residence here __________

If you are not exempt, complete the following:

1. Personal allowances. __________________________________________

2. Allowances for dependents. You may claim 1 allowance for each dependent you claim on your Iowa income tax return. __________________________________________

3. Allowances for itemized deductions. See instructions. __________________________________________

4. Allowances for adjustments to income. Estimate allowable adjustments to income for payments such as an IRA, Keogh, or SEP; penalty on early withdrawal of savings; alimony paid; and student loan interest, which are reflected on the IA 1040. Divide this amount by $600, round to the nearest whole number, and enter on line 4. __________________________________________

5. Allowances for child and dependent care credit. __________________________________________

6. Total allowances. Add lines 1 through 5. __________________________

7. Additional amount, if any, you want deducted each pay period. __________________________

I, the undersigned, declare under penalties of perjury or false certificate, that I have examined this claim, and, to the best of my knowledge and belief, it is true, correct, and complete.

Employee signature: __________________________  Date: __________________________
HRIS Entry

1. **FC**: Type or select **C** for the **T327 IA STATE W/H TAX EE** deduction

2. **Res** flag displays **Y**

3. **Mar Stat**: Select the value related to the marital status indicated on the form
   - Select **01** for Single (or married but legally separated or Married)
   - Select **02** for Married

Enter Allowances/Dependent and Additional Amount elections

4. **Exempt Number**: Enter amount from line 6.

5. **Tax Emp** flag: Select **No**
   - Change flag to **Y** only if employee is claiming exempt

6. Click **Tax Info 1** tab

7. **Tax Code**: Select **02** Addtl Amt; Tax not > txbl wage

8. **Amount**: Enter amount up to two-decimals from line 7.
If the employee is claiming Tax Exempt, they cannot have an additional amount

9. Click Change, status bar displays message Change Complete - Continue

This completes the process for Iowa state tax elections.

Kansas T329
Website: Kansas Department of Revenue https://www.ksrevenue.org
Form: K-4 Employee's Withholding Allowance Certificate

HRIS Entry

1. FC: Type or select C for the T329 KS STATE W/H TAX EE deduction
2. Res flag displays Y
3. Mar Stat: Select the value related to the marital status indicated on the form

- Select 01 for Single
- Select 04 for Joint
Enter Allowances/Dependent and Additional Amount elections

4. **Exempt Number**: Enter amount from line 4.

5. **Tax Emp flag**: Select No
   - Change flag to Y only if employee is claiming exempt

6. Click **Tax Info 1** tab

7. **Tax Code**: Select **02 Addtl Amt; Tax not > txbl wage**

8. **Amount**: Enter amount up to two-decimals from line 5.
   - *If the employee is claiming Tax Exempt, they cannot have an additional amount*

9. Click **Change**, status bar displays message *Change Complete - Continue*

This completes the process for Kansas state tax elections.
Kentucky T331

Website: Kentucky Department of Revenue [https://revenue.ky.gov/](https://revenue.ky.gov/)

Form: K-4 Employee's Withholding Exemption Certificate

**Revenue Form K-4**

42A804 (11-13)

Print Full Name ________________________________________ Social Security No. ______

Print Home Address ________________________________________

**HOW TO CLAIM YOUR WITHHOLDING EXEMPTIONS**

1. If SINGLE, and you claim an exemption, enter "1," if you do not, enter "0" ..............................................

2. If MARRIED, one exemption each for you and spouse if not claimed on another certificate.

(a) If you claim both of these exemptions, enter "2"

(b) If you claim one of these exemptions, enter "1"

(c) If you claim neither of these exemptions, enter "0"

3. Exemptions for age and blindness (applicable only to you and your spouse but not to dependents):

   (a) If you or your spouse will be 65 years of age or older at the end of the year, and you claim this exemption, enter "4";
   (b) If both will be 65 or older, and you claim both of these exemptions, enter "8";

4. If you claim National Guard exemption (see instruction 2)

5. Exemptions for Excess Itemized Deductions (Form K-4A)

6. Additional withholding per pay period under agreement with employer. See instruction 1 .........................$ 

8. Add the number of exemptions which you have claimed above and enter the total ...........................................

I certify that the number of withholding exemptions claimed on this certificate does not exceed the number to which I am entitled.

Date _______ Signed _______

**HRIS Entry**

**PR13.1 - Employee United States Taxes - PROD**

<table>
<thead>
<tr>
<th>FC</th>
<th>Description</th>
<th>Res</th>
<th>Exempt Number</th>
<th>Exempt Amount</th>
<th>Tax Earn</th>
<th>Cert Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>T61</td>
<td>FEDERAL WITHHOLDING</td>
<td>y = 92</td>
<td>2</td>
<td>y = 92</td>
<td>2</td>
<td>-</td>
</tr>
<tr>
<td>T33</td>
<td>KY STATE W/H TAX EE</td>
<td>y = 92</td>
<td>2</td>
<td>y = 92</td>
<td>2</td>
<td>-</td>
</tr>
</tbody>
</table>

1. **FC:** Type or select **C** for the **T331 KY STATE W/H TAX EE** deduction

2. **Res** flag displays **Y**

3. **Mar Stat:** Select the same Mar Stat as **T101 Federal Withholding**

Enter Allowances/Dependent and Additional Amount elections

7. Add the number of exemptions which you have claimed above and enter the total ...........................................**2**

8. Additional withholding per pay period under agreement with employer. See instruction 1 .........................$ **25.00**
4. **Exempt Number**: Enter amount from line 7.
5. **Tax Emp flag**: Select **No**
   - Change flag to **Y** only if employee is claiming exempt
6. Click **Tax Info 1** tab
7. **Tax Code**: Select **02** Addtl Amt; Tax not > txbl wage
8. **Amount**: Enter amount up to two-decimals from line 8.
   - If the employee is claiming Tax Exempt, they cannot have an additional amount
9. Click **Change**, status bar displays message *Change Complete - Continue*

This completes the process for Kentucky state tax elections.
Louisiana T333

Website: Louisiana Department of Revenue http://revenue.louisiana.gov

Form: L-4 Employee’s Withholding Allowance Certificate

HRIS Entry

1. **FC:** Type or select **C** for the **T333 LA STATE W/H TAX EE** deduction
2. **Res** flag displays **Y**
3. **Mar Stat:** Select the value related to the marital status indicated on the form
   - Select **01** for Single or No Exemptions or dependents claimed
   - Select **02** for Married
Enter Allowances/Dependent and Additional Amount elections

4. **Exempt Number**: Enter amount of line 6 + line 7
5. **Tax Emp flag**: Select No
   - Change flag to Y only if employee is claiming exempt
6. Click **Tax Info 1** tab
7. **Tax Code**: Select 02 Addtl Amt; Tax not > txbl wage
8. **Amount**: Enter amount up to two-decimals from line 8.
   - *If the employee is claiming Tax Exempt, they cannot have an additional amount*
9. Click **Change**, status bar displays message *Change Complete - Continue*

This completes the process for Louisiana state tax elections.
Maine T335

Website: Maine Department of Revenue [https://www.maine.gov/revenue](https://www.maine.gov/revenue)

Form: W-4ME Maine Employee’s Withholding Allowance Certificate

**Form W-4ME**

**Employee’s Withholding Allowance Certificate**

1. Type or print your first name
2. Your social security number
3. Marital status:
   - Select 01 for Single or Head of Household
   - Select 02 for Married
   - Select 15 for Married, but withholding at higher single rate

HRIS Entry

1. **FC:** Type or select C for the **T335 ME STATE W/H TAX EE** deduction
2. **Res flag:** displays Y
3. **Mar Stat:** Select the value related to the marital status indicated on the form
   - Select **01** for Single or Head of Household
   - Select **02** for Married
   - Select **15** for Married, but withholding at higher single rate
Enter Allowances/Dependent and Additional Amount elections

4. **Exempt Number**: Enter amount from line 4.

5. **Tax Emp flag**: Select **No**
   - Change flag to **Y** only if employee is claiming exempt
     i. If the employee fails to submit a new W-4ME Form for the next calendar year, the employer must begin withholding at the **single** rate with **no allowances**

6. Click **Tax Info 1** tab

7. **Tax Code**: Select **02** Addtl Amt; Tax not > txbl wage

8. **Amount**: Enter amount up to two-decimals from line 5.
   - **If the employee is claiming Tax Exempt, they cannot have an additional amount**

9. Click **Change**, status bar displays message **Change Complete - Continue**

This completes the process for Maine state tax elections.
Maryland T337
Website: Comptroller of Maryland https://www.marylandtaxes.gov

Form: MW507 Employee's Maryland Withholding Exemption Certificate

HRIS Entry

1. FC: Type or select C for the T337 MD STATE W/H TAX EE deduction
2. Res flag displays Y
3. Mar Stat: Select the value related to the marital status indicated on the form
   - Select 01 for Single
   - Select 02 for Married (surviving spouse or unmarried Head of Household) Rate
   - Select 15 for Married, but withhold at Single rate
Enter Allowances/Dependent and Additional Amount elections

1. Total number of exemptions you are claiming not to exceed line 1 in Personal Exemption Worksheet on page 2.  
2. Additional withholding per pay period under agreement with employer.

**PR13.1 - Employee United States Taxes - PROD**

4. **Exempt Number**: Enter amount from line 1.
5. **Tax Emp flag**: Select **No**
   - Change flag to **Y** only if employee is claiming exempt
6. **Tax Info 1 tab**
7. **Tax Code**: Select **02 Addtl Amt; Tax not > txbl wage**
8. **Amount**: Enter amount up to two-decimals from line 2.
   - **If the employee is claiming Tax Exempt, they cannot have an additional amount**
9. **Click Change**, status bar displays message **Change Complete - Continue**

This completes the process for Maryland state tax elections.
Massachusetts T339

Website: Massachusetts Department of Revenue [https://www.mass.gov/orgs/massachusetts-department-of-revenue](https://www.mass.gov/orgs/massachusetts-department-of-revenue)

Form: M-4 Massachusetts Employee's Withholding Exemption Certificate

![Form M-4 Massachusetts Employee's Withholding Exemption Certificate](image)

**HRIS Entry**

<table>
<thead>
<tr>
<th>Description</th>
<th>Code</th>
<th>Exempt</th>
<th>Exempt Amount</th>
<th>Tax</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>T61</strong> - Federal Withholding</td>
<td>T611</td>
<td>y</td>
<td>00</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>T28</strong> - AZ State WH Tax</td>
<td>T281</td>
<td>y</td>
<td>01</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>T38</strong> - MA State WH Tax EE</td>
<td>T381</td>
<td>y</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>T</strong> - State Tax</td>
<td>T</td>
<td>y</td>
<td>02</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>T</strong> - Federal Withholding</td>
<td>T</td>
<td>y</td>
<td>03</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

1. **FC:** Type or select C for the T339 MA STATE W/H TAX EE deduction
2. **Res** flag displays Y
3. **Mar Stat:** Select the same Mar Stat as T101 Federal Withholding
4. Head of Household, Blind or Blind Spouse – elections. Contact [outsideazwork@azdoa.gov](mailto:outsideazwork@azdoa.gov) if box 5A, 5B or 5C are checked

**Enter Allowances/Dependent and Additional Amount elections**

5. Additional withholding per pay period under agreement with employer $25.00
5. **Exempt Number**: Enter amount from line 4.

6. **Tax Emp flag**: Select **No**
   - Change flag to **Y** only if Box 5D is checked

7. Click **Tax Info 1** tab

8. **Tax Code**: Select **02 Addtl Amt; Tax not > txbl wage**

9. **Amount**: Enter amount up to two-decimals from line 5.
   - **If the employee is claiming Tax Exempt, they cannot have an additional amount**

10. Click **Change**, status bar displays message *Change Complete - Continue*

This completes the process for Massachusetts state tax elections.
Michigan T341

Website: State of Michigan Department of Treasury [https://www.michigan.gov/taxes](https://www.michigan.gov/taxes)

Form: MI-W4 Employee's Michigan Withholding Exemption Certificate

**MI-W4**

(REv. 12-20)

**EMPLOYEE’S MICHIGAN WITHHOLDING EXEMPTION CERTIFICATE**

**STATE OF MICHIGAN - DEPARTMENT OF TREASURY**

This certificate is for Michigan income tax withholding purposes only. Read instructions on page 2 before completing this form.

1. Full Social Security Number
2. Data of Birth
3. Name (First, Middle Initial, Last)
4. Driver’s License Number or State ID
5. Are you a new employee? [ ] Yes [ ] No
   If Yes, enter date of hire______
6. Enter the number of personal and dependent exemptions (see instructions) __________
7. Additional amount you want deducted from each pay (if employer agrees) __________ $_____
8. I claim exemption from withholding because (see instructions):
   a. A Michigan income tax liability is not expected this year.
   b. Wages are exempt from withholding Explain:
   c. Permanent home (domicile) is located in the following Renaissance Zone:

**EMPLOYEE:** If you fail or refuse to file this form, your employer must withhold Michigan income tax from your wages without allowance for any exemptions. Keep a copy of this form for your records. See additional instructions on page 2.

Under penalty of perjury, I certify that the number of withholding exemptions claimed on this certificate does not exceed the number I am allowed to claim. If claiming exemption from withholding, I certify that I do not anticipate a Michigan income tax liability this year.

9. Employee’s Signature [ ]
10. Date

HRIS Entry

<table>
<thead>
<tr>
<th>PR13.1 - Employee United States Taxes - PROD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data View ▼</td>
</tr>
<tr>
<td>------------------------------------------------</td>
</tr>
<tr>
<td>![HRIS Entry Image]</td>
</tr>
</tbody>
</table>

1. **FC:** Type or select **C** for the **T341 MI STATE W/H TAX EE** deduction
2. **Res** flag displays **Y**
3. **Mar Stat:** Select the same Mar Stat as **T101** Federal Withholding
Enter Allowances/Dependent and Additional Amount elections

4. **Exempt Number**: Enter amount from line 6.

5. **Tax Emp flag**: Select **No**
   - Change flag to **Y** only if employee is claiming exempt

6. Click **Tax Info 1** tab

7. **Tax Code**: Select **02 Addtl Amt; Tax not > txbl wage**

8. **Amount**: Enter amount up to two-decimals from line 7.
   - *If the employee is claiming Tax Exempt, they cannot have an additional amount*

9. Click **Change**, status bar displays message *Change Complete - Continue*

This completes the process for Michigan state tax elections.
Minnesota T343

Website: Minnesota Department of Revenue [https://www.revenue.state.mn.us](https://www.revenue.state.mn.us)

Form: W-4MN Minnesota Employee Withholding Allowance/Exemption Certificate

Default: If an employee does not complete Form W-4MN and they have a federal Form W-4 (from 2019 or prior years) on file, use the allowances on their federal Form W-4. Otherwise, withhold Minnesota tax as if the employee is single with zero withholding allowances.
HRIS Entry

1. **FC**: Type or select **C** for the **T343 MN STATE W/H TAX** deduction

2. **Res** flag displays **Y**

3. **Mar Stat**: Select the value related to the marital status indicated on the form

   - Select **01** for Single; Married, but legally separated; or Spouse is a nonresident alien
   - Select **02** for Married
   - Select **15** for Married, but withhold at higher Single rate

Enter Allowances/Dependent and Additional Amount elections

**Minnesota Allowances and Additional Withholding**

- 1. **Minnesota Allowances.** Enter Step F from Section 1 above or Step 10 of the Itemized Deductions Worksheet...
- 2. **Additional Minnesota withholding you want deducted each pay period (see instructions).**

I certify that all information provided in Section 1 OR Section 2 is correct. I understand there is a $500 penalty for filing a false Form W-4MN.

4. **Exempt Number**: Enter allowances from line 1.

5. **Tax Emp** flag: Select **No**

   - Change flag to **Y** only if employee is claiming exempt
     - Must complete a new W-4MN Form by **February 15** of each year

6. Click **Tax Info 1** tab
7. **Tax Code**: Select **02** Addtl Amt; Tax not > txbl wage

8. **Amount**: Enter amount up to two-decimals from line 2.

   - *If the employee is claiming Tax Exempt, they cannot have an additional amount*

9. Click **Change**, status bar displays message *Change Complete - Continue*

**Copies of Forms W-4MN must be sent to the Minnesota Department of Revenue if any of the following apply:**

1. Employee claims more than 10 Minnesota withholding allowances

2. Employee claims to be exempt from Minnesota withholding and the employer reasonably expects the wages to exceed $200 per week. Do not send Forms W-4MN from Michigan and North Dakota residents who provided a Form MWR.

3. Employer believes employee is not entitled to the number of allowances claimed

Send Forms W-4MN to the address on the form.

**Lock-In Letters**

If the employee has an IRS Lock-in Letter, the agency must provide the Minnesota Department of Revenue with a copy of the employee’s Form W-4MN. Minnesota DOR will verify the number of allowances that the employee may claim for Minnesota purposes. Continue using the Form W-4MN until Minnesota DOR sends notification to change the amount of allowances on the employee’s Form W-4MN. If the employee has not completed a Form W-4MN, have the employee complete the form and use the allowances calculated on that form until notified by the department.

This completes the process for Minnesota state tax elections.
Mississippi T345

Website: Mississippi Department of Revenue [https://www.dor.ms.gov](https://www.dor.ms.gov)

Form: 89-350-19-3-1-000 Mississippi Employee's Withholding Exemption Certificate

I declare under the penalties imposed for filing false reports that the amount of exemption claimed on this certificate does not exceed the amount to which I am entitled or I am entitled to claim exempt status.

**HRIS Entry**

1. **FC**: Type or select **C** for the **T345 MS STATE W/H TAX** deduction
2. **Res** flag displays **Y**

3. **Mar Stat**: Select the same Mar Stat as **T101** Federal Withholding  Leave blank

Enter Allowances/Dependent and Additional Amount elections

<table>
<thead>
<tr>
<th>6. TOTAL AMOUNT OF EXEMPTION CLAIMED - Lines 1 through 5</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$ 7,500</td>
</tr>
<tr>
<td>7. Additional dollar amount of withholding per pay period if agreed to by your employer . . . . . . . . .</td>
<td>$ 25.00</td>
</tr>
</tbody>
</table>

4. **Exempt Amount**: Enter amount from line 6.

5. **Tax Emp** flag: Select **No**
   - Change flag to **Y** only if employee is claiming exempt

6. Click **Tax Info 1** tab

7. **Tax Code**: Select **02** Addtl Amt; Tax not > txbl wage

8. **Amount**: Enter amount up to two-decimals from line 7.
   - *If the employee is claiming Tax Exempt, they cannot have an additional amount*

9. Click **Change**, status bar displays message *Change Complete - Continue*

This completes the process for Mississippi state tax elections.
Missouri T347

Website: Missouri Department of Revenue [https://dor.mo.gov](https://dor.mo.gov)

Form: MO W-4 Employee’s Withholding Certificate

*Within 20 days of hiring a new employee, a copy of the Employee’s Withholding Certificate (Form MO W-4) must be submitted by one of the following methods:*

1. **Email:** withholding@dor.mo.gov
2. **Fax:** (573) 526-8079
3. **Mail to:** Missouri Department of Revenue
   
   P.O. BOX 3340
   
   Jefferson City, MO 65105-3340

---

[Form MO W-4 Employee’s Withholding Certificate](https://dor.mo.gov)

This certificate is for income tax withholding and child support enforcement purposes only. Type or print.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Social Security Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Home Address (Number and Street or Rural Route)</th>
<th>City or Town</th>
<th>State</th>
<th>ZIP Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. **Filing Status:** Check the appropriate filing status below.
   - Single or Married Spouse Works or Married Filing Separate
   - Married (Spouse does not work)
   - Head of Household

2. **Additional Withholding:** If you expect to have a balance due (as a result of interest income, dividends, income from a part-time job, etc.) on your tax return, you may request your employer to withhold an additional amount of tax from each pay period. To calculate the amount needed, divide the amount of the expected tax by the number of pay periods in a year. Enter the additional amount to be withheld each pay period on line 2.

3. **Reduced Withholding:** If you expect to receive a refund (as a result of itemized deductions, modifications or tax credits) on your tax return, you may direct your employer to only withhold the amount indicated on line 3. Your employer will not use the standard calculations for withholding. If you designate an amount that is too low, it could result in you being under withheld. To calculate the amount needed, divide the amount of your expected tax by the number of pay periods in a year. Enter the amount to be withheld instead of the standard calculation. If no amount is indicated on line 3, the standard calculations will be used.

4. **Exempt Status:** Select the appropriate reason you are claiming an exemption from withholding below and indicate EXEMPT on line 4.
   - I am exempt because I had a right to a refund of all Missouri income tax withheld last year and expect to have no tax liability this year. A new MO W-4 must be completed annually if you wish to continue the exemption.
   - I am exempt because I meet the conditions set forth under the Servicemember Civil Relief Act, as amended by the Military Spouses Residency Relief Act and have no Missouri tax liability.
   - I am exempt because my income is earned as a member of any active duty component of the Armed Forces of the United States and I am eligible for the military income deduction.

**Signature:**

Under penalties of perjury, I certify that the information provided on this form is true and accurate.

**Employee’s Signature (Form is not valid unless you sign it):**

**Date (MM/DD/YYYY):**

---

[Image of Form MO W-4 Employee’s Withholding Certificate]

[Reset Form] [Print Form]
1. **FC**: Type or select **C** for the **T347 MO STATE W/H TAX EE** deduction

2. **Res** flag displays **Y**

3. **Mar Stat**: Select the value related to the marital status indicated on the form
   - Select **01** for Single or Married Spouse Works or Married Filing Separate
   - Select **05** for Married (Spouse does not work)
   - Select **06** for Head of Household

Enter Additional withholding

4. **Tax Emp** flag: Select **No**
   - Change flag to **Y** only if employee is claiming exempt

5. Click **Tax Info 1** tab

6. **Tax Code**: Select **02** Addtl Amt; Tax not > txbl wage

7. **Amount**: Enter amount up to two-decimals from line 2.

8. Click **Change**, status bar displays message **Change Complete - Continue**
Enter **Reduced withholding** election

1. **FC:** Select C
2. **Tax Emp flag:** Select Y
3. Click **Tax Info 1** tab
4. **Tax Code:** Select 02 Addtl Amt; Tax not > tbl wage
5. **Amount:** Enter amount up to two-decimals from line 3.
6. Click **Change**, status bar displays message *Change Complete - Continue*

This completes the process for Missouri state tax elections.
Montana T349

Website: Montana Department of Revenue [https://mtrevenue.gov](https://mtrevenue.gov)

Form: MW-4 Montana Employee's Withholding Allowance and Exemption Certificate

---

**Section 1: Montana Allowances**

A. Enter "1" for yourself  
B. Enter "1" if you have only one job  
C. Enter "1" for your spouse if you expect to file as married filing jointly on your Montana tax return.  
   But, you may choose to enter "0-" if you have a working spouse. (Entering "0-" may help you avoid having too little tax withheld.)  
D. Enter the number of dependents (other than your spouse or yourself) you will claim on your Montana tax return  
E. Enter "1" if you will file as head of household on your Montana tax return  
F. Enter "1" if you expect to report large itemized deductions (medical, child and dependent care, etc.)  
   (Caution: An additional allowance could result in tax due when you file your return.)  
G. Add lines A through F and enter the total here. This is your total number of allowances.  
   (Note: This number may be different from the number of exemptions you claim on your Montana tax return.)  
H. Additional amount, if any, you want withheld from each paycheck or pension and annuity payment

---

**Section 2: Exemption from Montana Withholding for Tax Year**

You may be entitled to claim an exemption from Montana income tax withholding. If applicable, mark one box below to indicate the reason why you believe you are exempt. See instructions for Section 2 on back of this form for more information.

- a. I am an enrolled member of a registered tribe, I live on the reservation of that tribe, AND I claim exemption from withholding on the wages derived from work performed on the reservation where I live. (You must also complete Section 1.)
- b. I am a member of the Reserve or National Guard, and I claim to be exempt from withholding on my compensation determined under USC Title 10. (You must also complete Section 1.)
- c. I am a resident of North Dakota, and claim exemption from withholding on my wages.
- d. I am a resident of another state living in Montana solely to be with my spouse, who is a resident of the same state and a member of the U.S. armed forces assigned to a military location in Montana, and I claim exemption from withholding on my wages.
HRIS Entry

1. **FC**: Type or select **C** for the **T349 MT STATE W/H TAX EE** deduction
2. **Res** flag displays **Y**
3. **Mar Stat**: Select the same Mar Stat as **T101** Federal Withholding

Enter Allowances/Dependent and Additional Amount elections

![Image of HRIS Entry](image)

4. **Exempt Number**: Enter amount from line **G**.
5. **Tax Emp** flag: Select **No**
   - Change flag to **Y** only if employee is claiming exempt
6. Click **Tax Info 1** tab
7. **Tax Code**: Select **02** Addtl Amt; Tax not > txbl wage
8. **Amount**: Enter amount up to two-decimals from line **H**.
   - *If the employee is claiming Tax Exempt, they cannot have an additional amount*
9. Click **Change**, status bar displays message *Change Complete - Continue*

This completes the process for Montana state tax elections.
Nebraska T351

Website: Nebraska Department of Revenue [https://revenue.nebraska.gov](https://revenue.nebraska.gov)

Form: W-4N Employee’s Nebraska Withholding Allowance Certificate

**Employee’s Nebraska Withholding Allowance Certificate**

- Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the Nebraska Department of Revenue (DOR). Your employer may be required to send a copy of this form to DOR.

**HRIS Entry**

1. **FC:** Type or select **C** for the T351 NE STATE W/H TAX EE deduction
2. **Res** flag displays **Y**
3. **Mar Stat:** Select the value related to the marital status indicated on the form
   - **Select 01** for Single
   - **Select 02** for Married
Enter Allowances/Dependent and Additional Amount elections

4. **Exempt Number**: Enter amount from line 1.

5. **Tax Emp flag**: Select No
   - Change flag to Y only if employee is claiming exempt

6. Click **Tax Info 1** tab

7. **Tax Code**: Select 02 Addtl Amt; Tax not > txbl wage

8. **Amount**: Enter amount up to two-decimals from line 2.
   - *If the employee is claiming Tax Exempt, they cannot have an additional amount*

9. Click **Change**, status bar displays message *Change Complete - Continue*

This completes the process for Nebraska state tax elections.
New Jersey T357

**Website:** New Jersey Division of Taxation [https://www.state.nj.us/treasury/taxation](https://www.state.nj.us/treasury/taxation)

**Form:** NJ-W4 Employee's Withholding Allowance Certificate

---

**HRIS Entry**

1. **FC:** Type or select C for the **T357 NJ STATE W/H TAX EE** deduction
2. **Res** flag displays Y
3. **Mar Stat:** Select the value related to the marital status indicated on the form

- Select **01** for Single
- Select **04** for Married/Civil Union Couple Joint
- Select **03** for Married/Civil Union Partner Separate
- Select **06** for Head of Household
Select **08** for Qualifying Widow(er)/Surviving Civil Union Partner

Enter Allowances/Dependent and Additional Amount elections

4. **Exempt Number**: Enter amount from line 4.

5. **Tax Emp flag**: Select **No**
   - Change flag to **Y** only if employee is claiming exempt
     - Exemption is valid for ONE year only. Employee must complete and submit a form each year certifying no New Jersey Gross Income Tax liability and claim exemption from withholding.

6. Click **Tax Info 1** tab

7. **Tax Code**: Select **02** Addtl Amt; Tax not > txbl wage

8. **Amount**: Enter amount up to two-decimals from line 5.
   - *If the employee is claiming Tax Exempt, they cannot have an additional amount*

9. Click **Change**, status bar displays message **Change Complete - Continue**

Rate Schedule overrides (Line 3)

Taxes are withheld at New Jersey Rate B, unless a rate is entered on Line 3 for the following statuses:

- Box 2 Married/Civil Union Couple Joint
- Box 4 Head of Household
- Box 5 Qualifying Widow(er) Surviving Civil Union Partner
If Line 3 is blank, no action is required. If a value is populated, enter a value on PR14.1

1. Type **PR14.1** in search field, click **Go**
2. **Company**: Type or select **1**
3. **Employee**: Type or select the **Employee Identification Number**
4. **Deduction Code**: Type or select **T357** Deduction Code
5. Click **Inquire**
6. **BSI Formula**: Enter value based on employee's rate election on Line 3

<table>
<thead>
<tr>
<th>LINE 3 VALUE</th>
<th>PR14.1 BSI FORMULA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>2</td>
</tr>
<tr>
<td>B</td>
<td>6</td>
</tr>
<tr>
<td>C</td>
<td>3</td>
</tr>
<tr>
<td>D</td>
<td>4</td>
</tr>
<tr>
<td>E</td>
<td>5</td>
</tr>
</tbody>
</table>

7. Click **Change**, Status bar displays message *Change Complete - Continue*

   • PR13.1 now displays the **Formula** on **Tax Info 1** tab for **T357** deduction code

This completes the process for New Jersey state tax elections.
New York T361

**Website:** New York Department of Taxation and Finance [https://www.tax.ny.gov](https://www.tax.ny.gov)

**Form:** IT-2104 Employee’s Withholding Allowance Certificate

To claim exemption from income tax withholding, employee must file **Form IT-2104-E, Certificate of Exemption from Withholding**
HRIS Entry

1. **FC**: Type or select C for the **T361 NY STATE W/H TAX EE** deduction

2. **Res** flag displays **Y**

3. **Mar Stat**: Select the value related to the marital status indicated on the form
   - Select **01** for Single or Head of household
   - Select **02** for Married
   - Select **15** for Married, but withhold at higher single rate

Enter Allowances/Dependent and Additional Amount elections

4. **Exempt Number**: Enter amount from line 1.
   - Agency is required to submit a copy of an employee’s Form IT-2104 to the Tax Department if the employee claimed more than 14 allowances
- Mark an X in box A and send a copy of Form IT-2104 to:
  NYS Tax Department, Income Tax Audit Administrator, Withholding Certificate Coordinator, W A Harriman Campus, Albany NY 12227-0865
- Due dates for sending certificates received from employees claiming more than 14 allowances

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>January – March</td>
<td>April 30</td>
</tr>
<tr>
<td>April – June</td>
<td>July 31</td>
</tr>
<tr>
<td>July – September</td>
<td>October 31</td>
</tr>
<tr>
<td>October – December</td>
<td>January 31</td>
</tr>
</tbody>
</table>

5. **Tax Emp flag**: Select No
   - Change flag to Y only if employee is claiming exempt
6. Click **Tax Info 1** tab
7. **Tax Code**: Select 02 Addtl Amt; Tax not > txbl wage
8. **Amount**: Enter amount up to two-decimals from line 3.
   - **If the employee is claiming Tax Exempt, they cannot have an additional amount**
9. Click **Change**, status bar displays message **Change Complete - Continue**
10. Repeat steps if New York City or Yonkers elections are made. Use New York City or Yonkers deduction codes.

This completes the process for New York state tax elections.
North Carolina T363

Website: North Carolina Department of Revenue [https://www.ncdor.gov](https://www.ncdor.gov)

Form: NC-4 Employee’s Withholding Allowance Certificate

Default Rate: Single with zero allowances

**NC-4 Employee’s Withholding Allowance Certificate**

1. Total number of allowances you are claiming (Enter zero (0), or the number of allowances from Page 2, Line 17 of the NC-4 Allowance Worksheet)
2. Additional amount, if any, withheld from each pay period (Enter whole dollars)

Employee’s Signature
I certify, under penalties provided by law, that I am entitled to the number of withholding allowances claimed on Line 1 above.

HRIS Entry

1. **FC**: Type or select **C** for the **T363 NC STATE W/H TAX EE** deduction
2. **Res** flag displays **Y**
3. **Mar Stat**: Select the value related to the marital status indicated on the form

   - Select **01** for Single or Married Filing Separately
   - Select **06** for Head of Household
   - Select **04** for Married Filing Jointly or Surviving Spouse
Enter Allowances/Dependent and Additional Amount elections

1. **Total number of allowances you are claiming**
   (Enter zero (0), or the number of allowances from Page 2, Line 17 of the NC-4 Allowance Worksheet)  
   2

2. **Additional amount, if any, withheld from each pay period** (Enter whole dollars)  
   35.00

4. **Exempt Number**: Enter amount from line 1.
5. **Tax Emp flag**: Select **No**
   - North Carolina does not have the option to select exempt
6. **Click Tax Info 1 tab**
7. **Tax Code**: Select **02 Addtl Amt; Tax not > txbl wage**
8. **Amount**: Enter amount up to two-decimals from line 2.
9. **Click Change**, status bar displays message **Change Complete - Continue**

This completes the process for North Carolina state tax elections.
Ohio T367

**Website:** Ohio Department of Taxation [https://tax.ohio.gov](https://tax.ohio.gov)

**Form:** IT-4 Employee's Withholding Exemption Certificate

![Ohio Department of Taxation Employee's Withholding Exemption Certificate](image)

**HRIS Entry**

<table>
<thead>
<tr>
<th>FC</th>
<th>Description</th>
<th>Res</th>
<th>Mar Stat</th>
<th>Exempt Number</th>
<th>Exempt Amount</th>
<th>Tax Exempt Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>T367</td>
<td>OH STATE W/H TAX EE</td>
<td>Y</td>
<td>82</td>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. **FC:** Type or select **C** for the **T367 OH STATE W/H TAX EE** deduction
2. **Res** flag displays **Y**
3. **Mar Stat:** Select the same Mar Stat as T101 Federal Withholding

4. Add the exemptions that you have claimed above and enter total

5. Additional withholding per pay period under agreement with employer

![HRIS Entry Table](image)

<table>
<thead>
<tr>
<th>FC</th>
<th>Description</th>
<th>Res</th>
<th>Mar Stat</th>
<th>Exempt Number</th>
<th>Exempt Amount</th>
<th>Tax Exempt Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>T367</td>
<td>OH STATE W/H TAX EE</td>
<td></td>
<td>82</td>
<td></td>
<td>25.00</td>
<td></td>
</tr>
</tbody>
</table>
4. **Exempt Number**: Enter amount from line 4.

5. **Tax Emp flag**: Select **No**
   - Change flag to **Y** only if employee is claiming exempt

6. Click **Tax Info 1** tab

7. **Tax Code**: Select **02** Addtl Amt; Tax not > txbl wage

8. **Amount**: Enter amount up to two-decimals from line 5.
   - *If the employee is claiming Tax Exempt, they cannot have an additional amount*

9. Click **Change**, status bar displays message *Change Complete - Continue*

This completes the process for Ohio state tax elections.
**Oklahoma T369**

**Website:** Oklahoma Tax Commission [https://oklahoma.gov/tax.html](https://oklahoma.gov/tax.html)

**Form:** OK-W-4 Employee’s State Withholding Allowance Certificate

![Oklahoma T369 Form](image)

**HRIS Entry**

<table>
<thead>
<tr>
<th>Data View</th>
<th>Special Actions</th>
<th>Change</th>
<th>Previous</th>
<th>Inquire</th>
<th>Next</th>
<th>Inquire</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>FC</th>
<th>Description</th>
<th>Deduction</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>OK</td>
<td>OK STATE W/H TAX EE</td>
<td>T369 OK STATE W/H TAX EE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. **FC:** Type or select **C** for the **T369 OK STATE W/H TAX EE** deduction
2. **Res flag displays Y**

3. **Mar Stat**: Select the value related to the marital status indicated on the form

   - Select **01** for Single
   - Select **02** for Married
   - Select **15** for Married, but withhold at higher Single rate

Enter Allowances/Dependent and Additional Amount elections

4. **Exempt Number**: Enter amount from line 5.

5. **Tax Emp flag**: Select **No**

   - Change flag to **Y** only if employee is claiming exempt

6. Click **Tax Info 1** tab

7. **Tax Code**: Select **02** Addtl Amt; Tax not > txbl wage

8. **Amount**: Enter amount up to two-decimals from line 6.

   - *If the employee is claiming Tax Exempt, they cannot have an additional amount*

9. Click **Change**, status bar displays message **Change Complete - Continue**

This completes the process for Oklahoma state tax elections.
Oregon T371

Website: Oregon Department of Revenue [https://www.oregon.gov/DOR](https://www.oregon.gov/DOR)

Form: OR-W-4 Oregon Employee's Withholding Statement and Exemption Certificate

2021 Form OR-W-4

Oregon Employee’s Withholding Statement and Exemption Certificate

First name          Initial  Last name  Social Security number (SSN)  Reconciliation

Address  City  State  ZIP code

Note: Your eligibility to claim a certain number of allowances or an exemption from withholding may be subject to review by the Oregon Department of Revenue. Your employer may be required to send a copy of this form to the department for review.

1. **Select one:** Single  Married  Married, but withholding at the higher single rate.
   **Note:** Check the “Single” box if you’re married and you’re legally separated or if your spouse is a nonresident alien.

2. **Allowances.** Total number of allowances you’re claiming on line A4, B15, or C5. If you meet a qualification to skip the worksheets and you aren’t exempt, enter 0 .................................2.

3. **Additional amount,** if any, you want withheld from each paycheck ........................................ 3. 00

4. **Exemption from withholding.** I certify that my wages are exempt from withholding and I meet the conditions for exemption as stated on page 2 of the instructions. Complete both lines below:
   - Enter the corresponding exemption code. (See instructions) .......................................................... 4a.
   - Write “Exempt” ................................................................................................................................. 4b.

**Sign here.** Under penalty of false swearing, I declare that the information provided is true, correct, and complete.

Employee’s signature (This form isn’t valid unless signed)  

Date

HRIS Entry

<table>
<thead>
<tr>
<th>OR-W-4</th>
<th>OR-W-4</th>
<th>OR-W-4</th>
</tr>
</thead>
<tbody>
<tr>
<td>OR-W-4</td>
<td>OR-W-4</td>
<td>OR-W-4</td>
</tr>
<tr>
<td>OR-W-4</td>
<td>OR-W-4</td>
<td>OR-W-4</td>
</tr>
</tbody>
</table>

1. **FC:** Type or select C for the **T371 OR STATE W/H TAX EE** deduction

2. **Res flag displays Y**

3. **Mar Stat:** Select the value related to the marital status indicated on the form

   1. **Select one:** Single  Married  Married, but withholding at the higher single rate.
      **Note:** Check the “Single” box if you’re married and you’re legally separated or if your spouse is a nonresident alien.

      - Select **01** for Single
      - Select **02** for Married
Select 15 for Married, but withholding at the higher single rate

Enter Allowances/Dependent and Additional Amount elections

2. **Allowances.** Total number of allowances you're claiming on line A4, B15, or C5. If you meet a qualification to skip the worksheets and you aren't exempt, enter 0. 

3. **Additional amount,** if any, you want withheld from each paycheck.

- Exempt Number: Enter amount from line 2.
- **Tax Emp flag:** Select No
  - Change flag to Y only if employee is claiming exempt
- Click Tax Info 1 tab
- **Tax Code:** Select 02 Addtl Amt; Tax not > txbl wage
- **Amount:** Enter amount up to two-decimals from line 3.
  - *If the employee is claiming Tax Exempt, they cannot have an additional amount*
- Click Change, status bar displays message *Change Complete - Continue*

This completes the process for Oregon state tax elections.

Pennsylvania T373

**Website:** Pennsylvania Department of Revenue [https://www.revenue.pa.gov](https://www.revenue.pa.gov)

The State of Pennsylvania levies individual income tax at a flat rate of 3.07 percent. Therefore, no employee withholding allowance form for state income tax is required.
Rhode Island T375

**Website:** State of Rhode Island Division of Taxation [http://www.tax.ri.gov](http://www.tax.ri.gov)

**Form:** RI W-4 Employee's Withholding Allowance Certificate

### RI W-4

State of Rhode Island Division of Taxation  
Employee's Withholding Allowance Certificate  
2021

**PLEASE PRINT**

- **Name:** first, middle initial, last
- **Present home address:** (Number and street, including apartment number or rural route)
- **City, town or post office:**  
  **State:**  
  **ZIP code:**
- **Your social security number**

---

1. **Enter the number of allowances from line 1E above ...**
   1. 

2. **Enter any additional dollar amount which you would like withheld from your pay ...**
   2. $ 

3. If you meet the conditions above, write “EXEMPT” or “EXEMPT-MS” whichever applies ... 
   3. 

**Employee:** File this form with your employer to indicate the number of dependents or other personal exemptions to be claimed as allowances for your Rhode Island withholding. You should make a copy for your own records.

**Employee:** Keep this certificate with your payroll records. The form must be available to the Division of Taxation upon request.

Under penalties of perjury, I declare that I have examined this certificate, and to the best of my knowledge and belief, it is true, correct and complete.

- **Employee Signature:**  
  **Date:**

---

**HRIS Entry**

1. **FC:** Type or select **C** for the **T375 RI STATE W/H TAX EE** deduction

2. **Res** flag displays **Y**

3. **Mar Stat:** Select the same Mar Stat as **T101 Federal Withholding**

Enter Allowances/Dependent and Additional Amount elections

---

1. **Enter the number of allowances from line 1E above ...**
   1. 2

2. **Enter any additional dollar amount which you would like withheld from your pay ...**
   2. $25.00

3. If you meet the conditions above, write “EXEMPT” or “EXEMPT-MS” whichever applies ...
   3. 

---
4. **Exempt Number**: Enter amount from line 1.

5. **Tax Emp flag**: Select **No**
   - Change flag to **Y** only if employee is claiming exempt

6. Click **Tax Info 1** tab

7. **Tax Code**: Select **02 Addtl Amt; Tax not > txbl wage**

8. **Amount**: Enter amount up to two-decimals from line 2.
   - *If the employee is claiming Tax Exempt, they cannot have an additional amount*

9. Click **Change**, status bar displays message **Change Complete - Continue**

This completes the process for Rhode Island state tax elections.
South Carolina T377

Website: South Carolina Department of Revenue [https://dor.sc.gov](https://dor.sc.gov)

Form: SC W-4 South Carolina Employee's Withholding Allowance Certificate

<table>
<thead>
<tr>
<th>Form: SC W-4 South Carolina Employee's Withholding Allowance Certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1350</strong></td>
</tr>
<tr>
<td>dor.sc.gov</td>
</tr>
<tr>
<td>STATE OF SOUTH CAROLINA</td>
</tr>
<tr>
<td>DEPARTMENT OF REVENUE</td>
</tr>
<tr>
<td>SOUTH CAROLINA EMPLOYEE'S</td>
</tr>
<tr>
<td>WITHHOLDING ALLOWANCE CERTIFICATE</td>
</tr>
<tr>
<td>SC W-4</td>
</tr>
<tr>
<td>(Rev. 9/23/20)</td>
</tr>
<tr>
<td>3527</td>
</tr>
<tr>
<td>2021</td>
</tr>
</tbody>
</table>

Give this form to your employer. Keep the worksheets for your records. The SCDOR may review any allowances and exemptions claimed. Your employer may be required to send a copy of this form to the SCDOR.

**Part I: Employee Information**

<table>
<thead>
<tr>
<th>1</th>
<th>First name and middle initial</th>
<th>2</th>
<th>Last name</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>[ ] Single</td>
<td>[ ] Married</td>
<td>[ ] Married, but withhold at higher Single rate.</td>
</tr>
<tr>
<td>If Married filing separately, check Married, but withhold at higher Single rate.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Check if your last name is different on your Social Security card:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>For a replacement card, contact the Social Security Admin at 1-800-772-1213.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5</th>
<th>Total number of allowances (from the applicable worksheet on page 3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Additional amount, if any, to withhold from each paycheck</td>
</tr>
<tr>
<td>7</td>
<td>I claim exemption from withholding for 2021. Check the box for the exemption reason and write Exempt on line 7.</td>
</tr>
<tr>
<td>[ ] For tax year 2020, I had a right to a refund of all South Carolina Income Tax withheld because I had no tax liability, and for tax year 2021 I expect a refund of all South Carolina Income Tax withheld because I expect to have no tax liability.</td>
<td></td>
</tr>
<tr>
<td>[ ] I elect to use the same state of residence for tax purposes as my military service member spouse. I have provided my employer with a copy of my current military ID card and a copy of my spouse's latest Leave and Earning Statement (LES). State of domicile:</td>
<td></td>
</tr>
</tbody>
</table>

Employee's signature (required) Date

**HRIS Entry**

<table>
<thead>
<tr>
<th>FC</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>T377</td>
<td>SC STATE W/H TAX EE</td>
</tr>
</tbody>
</table>

1. **FC**: Type or select **C** for the **T377 SC STATE W/H TAX EE** deduction

2. **Res** flag displays **Y**

3. **Mar Stat**: Select the value related to the marital status indicated on the form

   - Select **01** for Single
   - Select **02** for Married
   - Select **15** for Married, but withhold at higher Single rate

<table>
<thead>
<tr>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 N Main Street</td>
</tr>
<tr>
<td>Anytown, SC 99999</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>ZIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Single</td>
<td>[ ] Married</td>
<td>[ ] Married, but withhold at higher Single rate.</td>
</tr>
<tr>
<td>If Married filing separately, check Married, but withhold at higher Single rate.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>[ ] Check if your last name is different on your Social Security card:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>For a replacement card, contact the Social Security Admin at 1-800-772-1213.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Enter Allowances/Dependent and Additional Amount elections

4. Exempt Number: Enter amount from line 5.

5. Tax Emp flag: Select No
   - Change flag to Y only if employee is claiming exempt

6. Click Tax Info 1 tab

7. Tax Code: Select 02 Addtl Amt; Tax not > txbl wage

8. Amount: Enter amount up to two-decimals from line 6.
   - *If the employee is claiming Tax Exempt, they cannot have an additional amount*

9. Click Change, status bar displays message *Change Complete - Continue*

This completes the process for South Carolina state tax elections.
Vermont T387

Website: Agency of Administration Department of Taxes [https://tax.vermont.gov]

Form: W-4VT Employee's Withholding Allowance Certificate

Vermont Department of Taxes

Employee's Withholding Allowance Certificate - Form W-4VT

All Vermont employees should complete this form.

To be filed with your employer.

<table>
<thead>
<tr>
<th>Filing Status - Check One</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Single</td>
<td>Married/Civil Union Filing Jointly</td>
<td>Married/Civil Union Filing Separately</td>
<td>Married, but withhold at higher single rate</td>
</tr>
</tbody>
</table>

Vermont Allowances Worksheet

1. Enter “1” for yourself if no one can claim you as a dependent. ................. 1. __________
2. Enter “1” if you are filing jointly and your spouse does not work. ................. 2. __________
3. Enter the number of dependents you plan to claim on your tax return. If you file jointly, then only one of you should claim the dependents on your W-4VT. ................. 3. __________
4. Enter “1” if you plan to file as "head of household". ............................... 4. __________
5. Total number of Vermont allowances. (Add Lines 1 through 4 and enter total here.) ................. 5. __________
6. Enter an additional amount, if any, you want withheld from each check. ................. 6. __________

Exempt: If you had a right to a refund of all your Vermont income tax withheld last year because you had no tax liability and you also expect to have no liability this year, write “Exempt” here. ............................... __________

General Information

Form W-4VT is designed so that you can have as much “take-home pay” as possible without an income tax liability due to Vermont when you file your tax return. Each withholding allowance you claim on Line 5 above will reduce the amount of income you are taxed on and therefore the amount of Vermont income tax withheld each paycheck.

Here are some things to remember as you complete this form:

- Generally, dependents are children under 19 (or up to 24 if they are a full-time student) and any relatives who live with you and you support financially.
- If you and your spouse both claim your dependents on your respective W-4VTs, not enough income tax will be withheld, and you might end up with taxes due when you file. Only one spouse should claim the dependents.
- If you entered an additional amount to be withheld on the federal W-4, consider entering 30% of that amount on Line 6.
- If you have more than one employer, consider claiming zero allowances with the employer(s) where you earn less income.

Signature

I certify that I am entitled to the number of withholding allowances claimed on this certificate.

[Signature]

Employee's Signature Date
HRIS Entry

1. **FC:** Type or select **C** for the **T387 VT STATE W/H TAX EE** deduction
2. **Res** flag displays **Y**
3. **Mar Stat:** Select the value related to the marital status indicated on the form
   - Select **01** for Single
   - Select **05** for Married/Civil Union Filing Jointly
   - Select **04** for Married/Civil Union Filing Separately
   - Select **15** for Married, but withhold at higher single rate

Enter Allowances/Dependent and Additional Amount elections

4. **Exempt Number:** Enter amount from line 5.
5. **Tax Emp** flag: Select **No**
   - Change flag to **Y** only if employee is claiming exempt
6. Click **Tax Info 1** tab

Exempt: If you had a right to a refund of all your Vermont income tax withheld last year because you had no tax liability and you also expect to have no liability this year, write “Exempt” here...
7. **Tax Code**: Select **02 Addtl Amt; Tax not > txbl wage**

8. **Amount**: Enter amount up to two-decimals from line 6.
   - *If the employee is claiming Tax Exempt, they cannot have an additional amount*

9. Click **Change**, status bar displays message *Change Complete - Continue*

This completes the process for Vermont state tax elections.

**Virginia T389**

**Website**: Commonwealth of Virginia Tax Agency [https://www.tax.virginia.gov](https://www.tax.virginia.gov)

**Form**: VA-4 Employee's Virginia Income Tax Withholding Exemption Certificate

---

HRIS Entry

1. **FC**: Type or select **C** for the **T389 VA STATE W/H TAX EE** deduction

2. **Res** flag displays **Y**
3. **Mar Stat**: Select the same Mar Stat as T101 Federal Withholding

Enter Allowances/Dependent and Additional Amount elections

**COMPLETE THE APPLICABLE LINES BELOW**

1. If subject to withholding, enter the number of exemptions claimed on:
   - (a) Subtotal of Personal Exemptions - line 4 of the Personal Exemption Worksheet...
   - (b) Subtotal of Exemptions for Age and Blindness line 7 of the Personal Exemption Worksheet...
   - (c) Total Exemptions - line 8 of the Personal Exemption Worksheet...

2. Enter the amount of additional withholding requested (see instructions)

3. I certify that I am not subject to Virginia withholding. I meet the conditions set forth in the instructions. (check here)

4. I certify that I am not subject to Virginia withholding. I meet the conditions set forth Under the Service member Civil Relief Act, as amended by the Military Spouses Residency Relief Act. (check here)

**PR13.1 - Employee United States Taxes - PROD**

- **Tax Code**: Select 02 Addtl Amt; Tax not > txbl wage
- **Amount**: Enter amount up to two-decimals from line 2.
  - *If the employee is claiming Tax Exempt, they cannot have an additional amount*

4. **Exempt Number**: Enter amount from line 1c.
5. **Tax Emp flag**: Select No
   - Change flag to Y only if employee is claiming exempt
6. Click **Tax Info 1 tab**
7. **Tax Code**: Select 02 Addtl Amt; Tax not > txbl wage
8. **Amount**: Enter amount up to two-decimals from line 2.
9. Click **Change**, status bar displays message *Change Complete - Continue*

This completes the process for Virginia state tax elections.
Washington D.C. T399

**Website:** Office of Tax and Revenue [https://otr.cfo.dc.gov](https://otr.cfo.dc.gov)

**Form:** D-4 Employee's Withholding Allowance Certificate

---

**HRIS Entry**

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<tr>
<th>FC</th>
<th>Description</th>
<th>Res</th>
<th>Exempt Number</th>
<th>Exempt Amount</th>
<th>Tax Exem Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>T399</td>
<td>DC STATE W/H TAX</td>
<td>Y</td>
<td>02</td>
<td>-</td>
<td>-</td>
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<tr>
<td>T399</td>
<td>DC STATE W/H TAX EE</td>
<td>Y</td>
<td>01</td>
<td>01</td>
<td>-</td>
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<tr>
<td>T399</td>
<td></td>
<td>Y</td>
<td>01</td>
<td>01</td>
<td>-</td>
</tr>
</tbody>
</table>

1. **FC:** Type or select **C** for the **T399 DC STATE W/H TAX EE** deduction

2. **Res** flag displays **Y**

3. **Mar Stat:** Select the value related to the marital status indicated on the form

   - Select **01** for Single
   - Select **04** for Married/domestic partners filing jointly
- Select **03** for Married filing separately or Married/domestic partners filing separately on same return
- Select **06** for Head of household

Enter Allowances/Dependent and Additional Amount elections

4. **Exempt Number**: Enter amount from line 24.
5. **Tax Emp flag**: Select **No**
   - Change flag to **Y** only if employee is claiming exempt
6. Click **Tax Info 1** tab
7. **Tax Code**: Select **02** Addtl Amt; Tax not > txbl wage
8. **Amount**: Enter amount up to two-decimals from line 3.
   - *If the employee is claiming Tax Exempt, they cannot have an additional amount*
9. Click **Change**, status bar displays message *Change Complete - Continue*

This completes the process for Washington D.C. tax elections.
West Virginia T393

Website: West Virginia State Tax Department [https://tax.wv.gov](https://tax.wv.gov)

Form: WV IT-104 West Virginia Employee's Withholding Exemption Certificate

WVIT-104.1 West Virginia Department of Tax and Revenue Low-Income Earned Income Exclusion Certificate Election to not Withhold State Income Tax

HRIS Entry

1. **FC**: Type or select **C** for the **T393 WV STATE W/H TAX EE** deduction
2. **Res** flag displays **Y**
3. **Mar Stat**: Select the same Mar Stat as **T101 Federal Withholding**
Enter Allowances/Dependent and Additional Amount elections

4. **Exempt Number**: Enter amount from line 4.

5. **Tax Emp flag**: Select **No**
   - Change flag to **Y** only if employee is claiming exempt by submitting **Form WV/IT-104.1**

6. Click **Tax Info 1** tab

7. **Tax Code**: Select **02 Addtl Amt; Tax not > txbl wage**

8. **Amount**: Enter amount up to two-decimals from line 6.
   - *If the employee is claiming Tax Exempt, they cannot have an additional amount*

9. Click **Change**, status bar displays message *Change Complete - Continue*

Withhold at Lower Rate (Line 5)

If **Line 5** is blank, no action is required. If the box is checked, enter a value on **PR14.1**.

5. If you are Single, Head of Household, or Married and your spouse does not work, and you are receiving wages from only one job, and you wish to have your tax withheld at a lower rate, check here
1. Type **PR14.1** in search field, click **Go**

2. **Company**: Type or select **1**

3. **Employee**: Type or select the **Employee Identification Number**

4. **Deduction Code**: Type or select **T393** Deduction Code

5. Click **Inquire**

6. **BSI Formula**: Enter **2**

7. Click **Change**, Status bar displays message **Change Complete - Continue**

   - PR13.1 now displays the **Formula** value of **2** on **Tax Info 1** tab for **T393** deduction code

This completes the process for West Virginia state tax elections.
Wisconsin T395

Website: Wisconsin Department of Revenue [https://www.revenue.wi.gov](https://www.revenue.wi.gov)

Form: WT-4 Employee's Wisconsin Withholding Exemption Certificate/New Hire Reporting

Employee's Wisconsin Withholding Exemption Certificate/New Hire Reporting

**Employee's Section**

<table>
<thead>
<tr>
<th>Employee's legal name (first name, middle initial, last name)</th>
<th>Social security number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee's address (number and street)</td>
<td>Date of birth</td>
</tr>
<tr>
<td>City</td>
<td>State</td>
</tr>
<tr>
<td>Zip code</td>
<td>Date of hire</td>
</tr>
</tbody>
</table>

**FIGURE YOUR TOTAL WITHHOLDING EXEMPTIONS BELOW**

1. (a) Exemption for yourself – enter 1  
2. (b) Exemption for your spouse – enter 1  
3. (c) Exemption(s) for dependent(s) – you are entitled to claim an exemption for each dependent  
4. (d) Total – add lines (a) through (c)  
5. Additional amount per pay period you want deducted (if your employer agrees)  
6. I claim complete exemption from withholding (see instructions). Enter “Exempt”

Signature ___________________  Date Signed ___________________

HRIS Entry

**PR13.1 - Employee United States Taxes - PROD**

<table>
<thead>
<tr>
<th>FC</th>
<th>Description</th>
<th>Res</th>
<th>Exempt Number</th>
<th>Exempt Amount</th>
<th>Tax Extra</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>T395</td>
<td>WI STATE WH TAX EE</td>
<td>Y</td>
<td>01</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>C</td>
<td>FEDERAL WITHHOLDING</td>
<td>Y</td>
<td>02</td>
<td>2</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

1. **FC**: Type or select **C** for the **T395 WI STATE W/H TAX EE** deduction  
2. **Res** flag displays **Y**  
3. **Mar Stat**: Select the value related to the marital status indicated on the form  
   - Select **01** for Single  
   - Select **02** for Married  
   - Select **15** for Married, but withhold at higher Single rate
Enter Allowances/Dependent and Additional Amount elections

FIGURE YOUR TOTAL WITHHOLDING EXEMPTIONS BELOW

Complete Lines 1 through 3

1. (a) Exemption for yourself – enter 1
   (b) Exemption for your spouse – enter 1
   (c) Exemption(s) for dependent(s) – you are entitled to claim an exemption for each dependent
   (d) Total – add lines (a) through (c)

2. Additional amount per pay period you want deducted (if your employer agrees)
   
3. I claim complete exemption from withholding (see instructions). Enter “Exempt”

---

4. **Exempt Number**: Enter amount from line 1(d).

5. **Tax Emp flag**: Select No
   - Change flag to Y only if employee is claiming exempt
   - This certificate for exemption from withholding expires on April 30 of next year unless a new Form WT-4 is completed and provided to the employer before that date

6. Click **Tax Info 1** tab

7. **Tax Code**: Select 02 Addtl Amt; Tax not > txbl wage

8. **Amount**: Enter amount up to two-decimals from line 2.
   - *If the employee is claiming Tax Exempt, they cannot have an additional amount*

9. Click **Change**, status bar displays message *Change Complete - Continue*

This completes the process for Wisconsin state tax elections.
## State Tax Websites

<table>
<thead>
<tr>
<th>STATE</th>
<th>FORM NAME</th>
<th>WEBSITE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALABAMA</td>
<td>A4</td>
<td><a href="https://revenue.alabama.gov">https://revenue.alabama.gov</a></td>
</tr>
<tr>
<td>ALASKA</td>
<td>No State Tax</td>
<td>N/A No State Tax</td>
</tr>
<tr>
<td>ARIZONA</td>
<td>A-4</td>
<td><a href="https://azdor.gov">https://azdor.gov</a></td>
</tr>
<tr>
<td>ARKANSAS</td>
<td>AR4EC</td>
<td><a href="https://www.dfa.arkansas.gov">https://www.dfa.arkansas.gov</a></td>
</tr>
<tr>
<td>CALIFORNIA</td>
<td>DE-4</td>
<td><a href="https://www.edd.ca.gov">https://www.edd.ca.gov</a></td>
</tr>
<tr>
<td>COLORADO</td>
<td>DR 0004</td>
<td><a href="https://cdor.colorado.gov">https://cdor.colorado.gov</a></td>
</tr>
<tr>
<td>CONNECTICUT</td>
<td>CT-W4</td>
<td><a href="https://portal.ct.gov/DRS">https://portal.ct.gov/DRS</a></td>
</tr>
<tr>
<td>DELAWARE</td>
<td>W-4</td>
<td><a href="https://revenue.delaware.gov">https://revenue.delaware.gov</a></td>
</tr>
<tr>
<td>FLORIDA</td>
<td>No State Tax</td>
<td>N/A No State Tax</td>
</tr>
<tr>
<td>GEORGIA</td>
<td>G-4</td>
<td><a href="https://dor.georgia.gov">https://dor.georgia.gov</a></td>
</tr>
<tr>
<td>HAWAII</td>
<td>HW-4</td>
<td><a href="https://tax.hawaii.gov">https://tax.hawaii.gov</a></td>
</tr>
<tr>
<td>IDAHO</td>
<td>ID W-4</td>
<td><a href="https://tax.idaho.gov">https://tax.idaho.gov</a></td>
</tr>
<tr>
<td>ILLINOIS</td>
<td>IL-W-4</td>
<td><a href="https://www2.illinois.gov/rev">https://www2.illinois.gov/rev</a></td>
</tr>
<tr>
<td>INDIANA</td>
<td>WH-4</td>
<td><a href="https://www.in.gov/dor">https://www.in.gov/dor</a></td>
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<tr>
<td>IOWA</td>
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<td><a href="https://tax.iowa.gov">https://tax.iowa.gov</a></td>
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<tr>
<td>KANSAS</td>
<td>K-4</td>
<td><a href="https://www.ksrevenue.org">https://www.ksrevenue.org</a></td>
</tr>
<tr>
<td>KENTUCKY</td>
<td>K-4</td>
<td><a href="https://revenue.ky.gov">https://revenue.ky.gov</a></td>
</tr>
<tr>
<td>LOUISIANA</td>
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</tr>
<tr>
<td>MAINE</td>
<td>W-4ME</td>
<td><a href="https://www.maine.gov/revenue">https://www.maine.gov/revenue</a></td>
</tr>
<tr>
<td>MARYLAND</td>
<td>MW507</td>
<td><a href="https://www.marylandtaxes.gov">https://www.marylandtaxes.gov</a></td>
</tr>
<tr>
<td>MASSACHUSETTS</td>
<td>M-4</td>
<td><a href="https://www.mass.gov/orgs/massachusetts-department-of-revenue">https://www.mass.gov/orgs/massachusetts-department-of-revenue</a></td>
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<tr>
<td>MICHIGAN</td>
<td>MI-W4</td>
<td><a href="https://www.michigan.gov/taxes">https://www.michigan.gov/taxes</a></td>
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<tr>
<td>MINNESOTA</td>
<td>W-4MN</td>
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<td>MISSISSIPPI</td>
<td>89-350-19-3</td>
<td><a href="https://www.dor.ms.gov">https://www.dor.ms.gov</a></td>
</tr>
<tr>
<td>MISSOURI</td>
<td>MO W-4</td>
<td><a href="https://dor.mo.gov">https://dor.mo.gov</a></td>
</tr>
<tr>
<td>State</td>
<td>Form</td>
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<td>Nebraska</td>
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<td><a href="https://revenue.nebraska.gov">revenue.nebraska.gov</a></td>
</tr>
<tr>
<td>Nevada</td>
<td>No State Tax</td>
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</tr>
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<td>New Hampshire</td>
<td>No State Tax</td>
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</tr>
<tr>
<td>New Jersey</td>
<td>NJ-W4</td>
<td><a href="https://www.state.nj.us/treasury/taxation">www.state.nj.us/treasury/taxation</a></td>
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<tr>
<td>New York</td>
<td>IT-2104</td>
<td><a href="https://www.tax.ny.gov">www.tax.ny.gov</a></td>
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<tr>
<td>North Carolina</td>
<td>NC-4</td>
<td><a href="https://www.ncdot.gov">ncdot.gov</a></td>
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<tr>
<td>Ohio</td>
<td>IT-4</td>
<td><a href="https://tax.ohio.gov">tax.ohio.gov</a></td>
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<td>OK-W-4</td>
<td><a href="https://oklahoma.gov/tax.html">oklahoma.gov/tax.html</a></td>
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<td>Pennsylvania</td>
<td>None Flat Rate 3.07%</td>
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<td>RI W-4</td>
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<tr>
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<td><a href="https://dor.sc.gov">dor.sc.gov</a></td>
</tr>
<tr>
<td>South Dakota</td>
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<td>Texas</td>
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<td>Vermont</td>
<td>W4-VT</td>
<td><a href="https://tax.vermont.gov">tax.vermont.gov</a></td>
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<tr>
<td>Virginia</td>
<td>Form VA-4</td>
<td><a href="https://www.tax.virginia.gov">www.tax.virginia.gov</a></td>
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<tr>
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<td>Form D-4</td>
<td><a href="https://otr.cfo.dc.gov">otr.cfo.dc.gov</a></td>
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<tr>
<td>West Virginia</td>
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<td><a href="https://tax.wv.gov">tax.wv.gov</a></td>
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<td>WISCONSIN</td>
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</tr>
</tbody>
</table>