

# CT-W4 Connecticut Tax Withholding

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Employee must submit a signed CT-W4 if they live in Connecticut.

**NOTE:** New employees must also submit a Form W-4 for Federal withholdings.

After updating the State Tax Information, the Tax Distribution must also be set up in HRS.

For additional information about entering a W-4, see KB [16889](#).

## State Tax Tab

Navigation: **Payroll for North America > Employee Pay Data USA > Tax Information > Update Employee Tax Data**

- On the **WI** (default) row:
  - Uncheck **Resident**.
  - Verify **UI Jurisdiction** is checked.
  - Change **Special Withholding Tax Status** to No Taxable Gross, No Tax Taken.
  - Enter 07 in the **UW Special Tax Form Code** section.
- Add a row in the State Information section.
- Enter CT in the **State** field.
- Verify **Resident** is checked.
- Review that **UI Jurisdiction** is unchecked.
- Special Withholding Tax Status** should be None.
- Enter **Tax Status**:

**NOTE:** Tax Status **N** is not being used.

  - Select **0**, if CT-W line 1 lists the letter D.
  - Select **B**, if CT-W line 1 lists the letter A.
  - Select **H**, if CT-W line 1 lists the letter B.
  - Select **M**, if CT-W line 1 lists the letter C.
  - Select **S**, if CT-W line 1 lists the letter F.
  - Select **X**, if CT-W line 1 lists the letter E.

**NOTE:** If E is entered on line 1, update **Special Withholding Tax Status** to Maintain Taxable Gross.
- Enter **Additional Amount** (CT-W4, Line 2 or Line 3).

**NOTE:** No negative amounts can be entered.
- Change **CT Only** drop down to Decrease Additional Amount if CT-W4 Line 3 has a value.
- Click **Save**.

## Update Tax Distribution

Navigation: **Payroll for North America > Employee Pay Data USA > Tax Information > Update Tax Distribution**

- Add a row.

2. Change the **State** to CT.
3. Verify the **Percent of Distribution** is 100.
4. Click **Save**.