# UNIVERSITY OF WISCONSIN SYSTEM

# G-4 Georgia Tax Withholding

Employee must submit a signed G-4 if they live and work in Georgia.
**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**

1. 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.

2. Add a row in the State Information section.

3. Enter GA in the **State** field.

4. Verify **Resident** is checked.

5. Review that **UI Jurisdiction** is unchecked.

6. **Special Withholding Tax Status** should be None.

7. Enter **Tax Status** (G-4, line 3):
   - Enter **B**, if Married Filing Jointly, both spouses working (B) or Married Filing Separate (D) is marked.
   - Enter **H**, if Head of Household (E) is marked.
   - Enter **M**, if Married Filing Jointly one spouse working (C) is marked.
   - Enter **S**, if Single (A) is marked.
   - Enter **X** if exempt.

8. Enter **Additional Amount** (G-4, Line 6).

9. Enter **Additional Allowances** (G-4, total from Line 4 and Line 5).

10. Click **Save**.

## Update Tax Distribution

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

1. Add a row.

2. Change the **State** to GA.

3. Verify the **Percent of Distribution** is 100.

4. Click **Save**.