

W-4 Iowa Tax Withholding

Employee must submit a signed IA W-4 if they live **and** work in Iowa.

NOTE: New employees must also submit a Form W-4 (2020) for Federal withholdings.

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

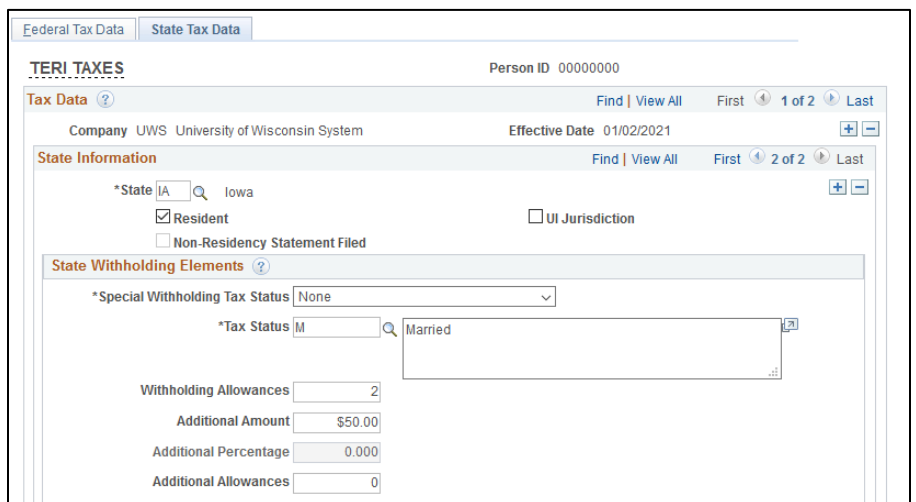
For additional information about entering a W-4, see KB [16889](#).

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 IA in the **State** field.
- Verify **Resident** is checked.
- Review that **UI Jurisdiction** is unchecked.
- Special Withholding Tax Status** should be None.

NOTE: If the employee has completed the Exemption for Withholding section, set tax status to No Taxable Gross, No Tax Taken.
- Update **Tax Marital Status** (based on IA W-4).
- Enter **Withholding Allowance** (IA W-4, Total Allowances, line 6).
- Enter **Additional Amount** (IA W-4, Total Allowances, line 7).
- Click **Save**.



The screenshot shows the 'TERI TAXES' interface with the 'State Tax Data' tab selected. The form is for 'UWS University of Wisconsin System' and 'Person ID 00000000'. The 'State Information' section shows the state set to 'IA' (Iowa). The 'Resident' checkbox is checked, and 'UI Jurisdiction' is unchecked. The 'Special Withholding Tax Status' is set to 'None'. The 'Tax Status' is set to 'M' (Married). The 'Withholding Allowances' field is set to '2', and the 'Additional Amount' is set to '\$50.00'. Other fields like 'Additional Percentage' and 'Additional Allowances' are set to '0.000' and '0' respectively.

Update Tax Distribution

NOTE: When viewing the paycheck, a line will appear on the Taxes tab showing both Wisconsin and Iowa tax.


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

1. Add a row.
2. Change the **State** to IA.
3. Verify the **Percent of Distribution** is 100.
4. Click **Save**.

Update Tax Distribution


TERI TAXES Employee Empl ID 00000000 Empl Record 0



Tax Distribution Find | View All First 1 of 2 Last

*Effective Date 

Country USA

Insert Pre-filled Tax Location

States/Localities Personalize | Find | View All |  First 1 of 1 Last

*State	Locality	Locality Name	Percent of Distribution
<input type="text" value="IA"/> 	<input type="text"/> 		100.000 