W-4 Minnesota Tax Withholding

Employee must submit a signed W-4MN if they live and work in Minnesota.
NOTE: New employees must also submit a Form W-4 (2020) for Federal withholdings.
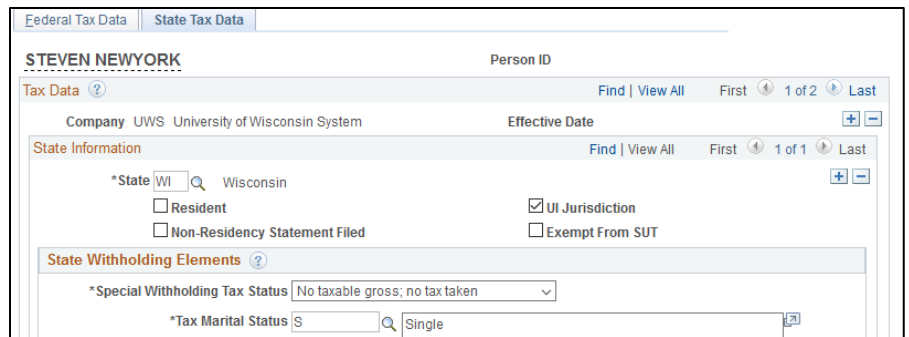
After updating the State Tax Information, the Tax Distribution must also be set up in HRS.

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**

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.
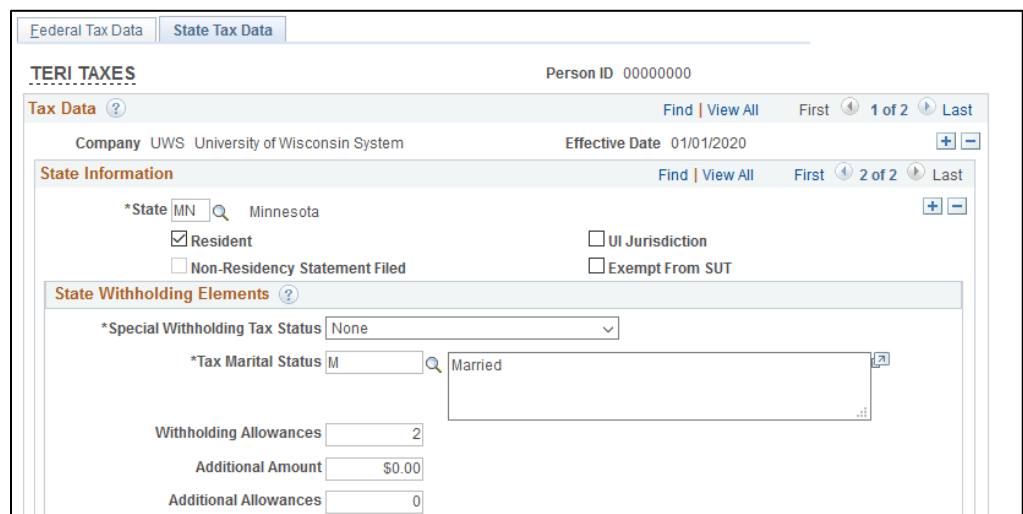
2. Add a row in the State Information section.

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

4. Verify **Resident** is checked.

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

6. **Special Withholding Tax Status** should be None.
   NOTE: if the employee has completed Section 2, set tax status to Maintain Taxable Gross.

7. Update **Tax Marital Status** (based on W-4MN).

8. Enter **Withholding Allowance** (W-4MN, MN Allowances, line 1).

9. Enter **Additional Amount** (W-4MN, MN Allowances, line 2).

10. Click **Save**.

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

1. Add a row.

2. Change the **State** to MN.

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

4. Click **Save**.