

# 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.

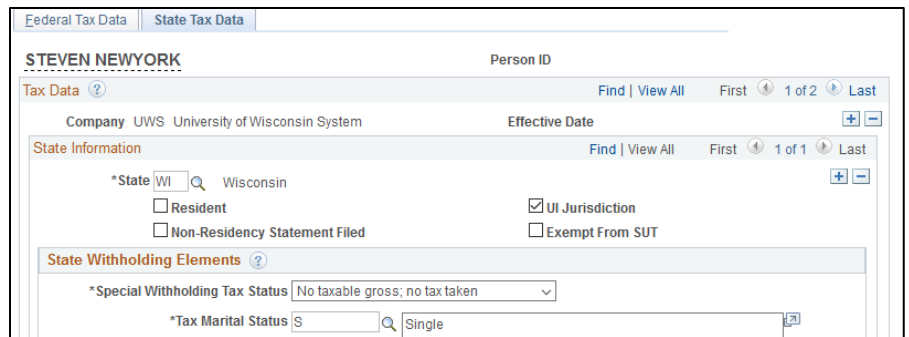
After updating the State Tax Information, the Tax Distribution must also be set up in HRS.

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**

- 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.



STEVEN NEWYORK Person ID

Company UWS University of Wisconsin System Effective Date

State Information

\*State WI Wisconsin

Resident  UI Jurisdiction

Non-Residency Statement Filed  Exempt From SUT

State Withholding Elements

\*Special Withholding Tax Status No taxable gross; no tax taken

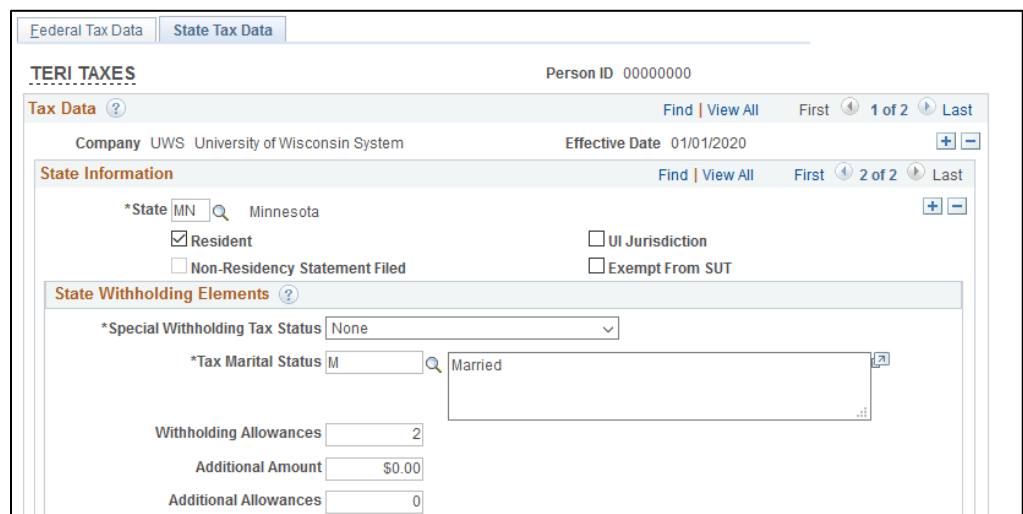
\*Tax Marital Status S Single

- Add a row in the State Information section.
- Enter MN 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 Section 2, set tax status to Maintain Taxable Gross.

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



TERI TAXES Person ID 00000000

Company UWS University of Wisconsin System Effective Date 01/01/2020

State Information

\*State MN Minnesota

Resident  UI Jurisdiction

Non-Residency Statement Filed  Exempt From SUT

State Withholding Elements

\*Special Withholding Tax Status None

\*Tax Marital Status M Married

Withholding Allowances 2

Additional Amount \$0.00

Additional Allowances 0

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

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

- 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 MN.
3. Verify the **Percent of Distribution** is 100.
4. Click **Save**.

### Update Tax Distribution

**TERI TAXES**      Employee      Empl ID 00000000      Empl Record 0

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**Tax Distribution**      Find | View All      First 1 of 2 Last

\*Effective Date 01/01/2020

Country USA

Insert Pre-filled Tax Location

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

*State	Locality	Locality Name	Percent of Distribution
MN			100.000