W-4 Utah Tax Withholding

Employee must submit a signed federal W-4 if they live or work in Utah.

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 UT 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** (Federal W-4, Line 1c).

8. 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 UT.

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

4. Click **Save**.