

VA-4 Virginia Tax Withholding

Employee must submit a signed VA-4 Exemption Certificate if they live in Virginia.

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 VA 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 marked line 3 or line 4, set tax status to Maintain Taxable Gross.
7. Update **Tax Status** to None.
NOTE: If lines 3 or 4 are checked, select Claiming Exemption (X).
8. Enter **Withholding Allowance** (VA-4, Line 1c).
9. Enter **Additional Amount** (VA-4, Line 2).
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 VA.
3. Verify the **Percent of Distribution** is 100.
4. Click **Save**.