

U. S. Coast Guard Direct Access User Guide

Self Service - State Tax Election

Introduction This guide provides the procedures on how a member can change their State Tax Election.

Withholding Exceptions Some states allow an exemption from state income tax withholding for military personnel. The rules for exemptions can be found at [http://www.uscg.mil/ppc/gp/Deductions/State Tax Withholding Exceptions.htm](http://www.uscg.mil/ppc/gp/Deductions/State_Tax_Withholding_Exceptions.htm).

If you are a resident of a state which exempts active duty pay from taxation and you meet the criteria for exemption (See [State Tax Withholding Exceptions](#)) then notify your SPO. Exemptions from SITW may only be entered by SPOs, members cannot enter an exemption using self-service.

Note: If your SPO has entered an exemption from State Tax Withholding for you, **do not make any changes to your state tax withholding via self-service**. If you change your exemptions or marital status via self service the system will begin to withhold state taxes.

Procedures See below.

Step	Action
1	<p>Select the Federal & State Tax Elections link from the Employee Pagelet.</p>  <p>The screenshot shows a web interface titled "Employee" with a navigation menu. The menu is organized into three columns: "Profile", "Tasks", and "View". The "Federal & State Tax Elections" link is highlighted with a red rectangular box. Other links include "My Profile", "Member Training Rating", "My Reserve Points Statement", "My Reserve Drills", "View My Payslips (AD/RSV)", "My Employee Reviews", "Employee Review Summary", "Off Comparison Scale Summary", "SWE PDE", and "5 More...".</p>

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Non Standard Marital Status Codes Some states have non-standard marital status codes (e.g. Not the same as federal withholding codes). See page 4 for a listing of codes and descriptions. Refer to the appropriate state tax withholding form and instructions for more information on using these codes:

STATE	Marital Status	Description
AK	N/A	Not applicable
AL	Married	Married, and claim exemption for both yourself and your spouse(line 3 (a) from Alabama from A-4)
AL	H of House	Head of Household
AL	Marr-Sep	Married claiming exemption for self only
AL	No Exempt	Single or married but claiming no exemptions (filing status 0 on Alabama form A-4)
AL	Single	Single
AR	Married-B	Married, claiming self
AR	H-of-H-H	Head of Household
AR	Married-M	Married, claiming self and spouse
AR	N/A	Not applicable
AR	No P Exempt	No Personal Exemptions
AR	Single-S	Single
AR	Single-T	Single (low income option)
AR	Married-U	Married, claiming self and spouse (low income option)
AR	H-of-H-Y	Head of Household (low income option)
AS	Married	Married
AS	Single	Single
AZ	N/A	Not applicable
CA	H-of-H	Head of Household
CA	Married	Married (one income)
CA	S/M-2 inc	Single, or Married with two or more incomes
CO	Married	Married
CO	Single	Single
CT	M-Sep	Married or Civil Union, separate return or joint return with both spouses working and combined income less than Connecticut limit (Filing Status A)
CT	H-of-H	Head of Household (Filing Status B)
CT	M-Joint	Married or Civil Union Filing Jointly (Filing Status C)
CT	No CT-W4	Default - No Connecticut Form CT-W4 received from employee
CT	No Exempt	No Exemptions (Filing Status D)
CT	Single	Single (Filing Status F)

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STATE	Marital Status	Description
DC	M-Sep	Married filing separately
DC	M/DP-Sep	Married/Domestic Partners filing separately on same form
DC	H-of-H	Head of Household
DC	M/DP-Joint	Married/Domestic Partners filing jointly
DC	Single	Single
DE	M-Sep	Married, separate return
DE	M-Joint	Married, joint return
DE	Single	Single
FL	N/A	Not applicable
FM	N/A	Not Applicable
GA	M-Both	Married Filling Joint, both spouses working. Line 3, option B
GA	M-Sep	Married Filling Separate. Line 3, option D
GA	H-of-H	Head of Household. Line 3, option E
GA	M-Joint	Married Filling Joint, one spouse working. Line 3, option C
GA	Single	Single Allowance. Line 3, option A
GU	Married	Married
GU	Single	Single
HI	Married	Married
HI	Single	Single
IA	Married	Married
IA	N/A	Not applicable
IA	Single	Single
ID	Married	Married
ID	Single	Single
IL	N/A	Not applicable
IN	N/A	Not applicable
KS	Married	Married
KS	Single	Single
KY	Married	Married
KY	N/A	Not applicable
KY	Single	Single
LA	Self+spous	Louisiana Form L-4 Line 6 = 2
LA	No Exempt	No exemption claimed (Louisiana Form L-4 Line 6 = 0)
LA	Self only	Louisiana Form L-4 Line 6 = 1
MA	H-of-H	Head of Household
MA	Married	Married
MA	Single	Single
MA	M or S Bl	Married or single taxpayer with 1 blind exemption
MA	M-Both BL	Married exemption with two additional blind exemptions
MA	H of H Bl	Claims Head of Household and Blind Exemption

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STATE	Marital Status	Description
MD	N/A	Not applicable
ME	Married	Married
ME	Single	Single
MH	N/A	Not Applicable
MI	No Form	No Form Option (employee CANNOT be claimed as a dependent by another taxpayer)
MI	N/A	Not applicable
MI	NoForm-Dep	No Form Option (employee CAN be claimed as a dependent by another taxpayer)
MN	M-Sep	Married, but withhold at higher Single rate
MN	Married	Married
MN	Single	Single; Married but legally separated; or Spouse is a nonresident alien
MO	M-Both wrk	Married, employee and spouse both work.
MO	H-of-H	Head of Household
MO	Married	Married
MO	Single	Single
MP	Married	Married
MP	Single	Single
MS	M-Both Wrk	Married, both spouses working
MS	H-of-F	Head of Family
MS	M-1 work	Married, one spouse working
MS	Single	Single
MT	Married	Married
MT	Single	Single
NC	H-of-H	Head of Household
NC	Married	Married or Qualifying Widow(er)
NC	Single	Single
ND	Married	Married
ND	N/A	Not Applicable
ND	Single	Single
NE	Married	Married
NE	Single	Single
NH	N/A	Not Applicable
NJ	M-Sep	Married filing separately (use Table A)
NJ	Table C	Use Rate Table C
NJ	Table D	Use Rate Table D
NJ	Table E	Use Rate Table E
NJ	H-of-H	Head of Household (use Table B)
NJ	M-Joint	Married filing jointly (use Table B)
NJ	Single	Single (use Table A)

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STATE	Marital Status	Description
NM	Married	Married
NM	Single	Single
NV	N/A	Not applicable
NY	Married	Married
NY	Single	Single or Head of Household
OH	N/A	Not applicable
OK	M-Joint	Married, joint return, use optional table
OK	Married	Married, use regular table
OK	Single	Single
OR	Married	Married
OR	Single	Single
PA	N/A	Not applicable
PR	M-1/2	Married, claiming 1/2 of personal exemption
PR	M-Both	Married/Separated, claiming all of the personal exemption
PR	Married	Married
PR	No Exempt	Claiming no personal exemption
PR	Separated	Married filing separate
PR	Single	Single
PW	N/A	Not Applicable
RI	Married	Married
RI	Single	Single
SC	N/A	Not applicable
SD	N/A	Not applicable
TN	N/A	Not applicable
TX	N/A	Not applicable
UT	Married	Married
UT	Single	Single
VA	65 / Blind	Age 65 or Blind
VA	N/A	Not applicable
VI	Married	Married
VI	Single	Single
VT	Married	Married or Civil Union
VT	N/A	Not applicable
VT	Single	Single or Civil Union, but withhold at the higher Single rate
WA	N/A	Not applicable
WI	Married	Married
WI	Single	Single
WV	2 Earner	Two Earner Percentage Method

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STATE	Marital Status	Description
WV	Lower Rate	Single, Head-of-Household, or Married with non-working spouse and receiving wages from only one job - withhold at lower tax rate. (This is from Line 5 of West Virginia Form WV/IT-104.)
WY	N/A	Not applicable
