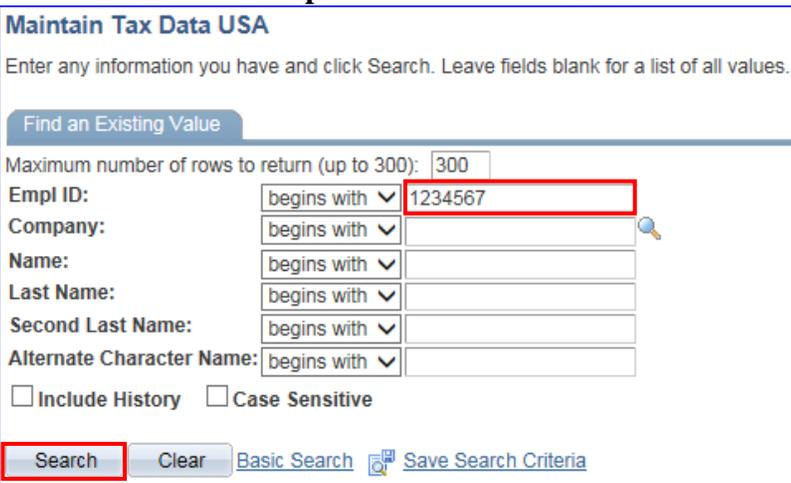


State Tax Withholding

Introduction This guide provides the procedures on how to change a member's State Tax Withholding.

Information If you are changing a member's Legal State of Residence for tax purposes, the member must update their home address in self-service before proceeding. This allows for the residence box to be checked upon saving in step 8.

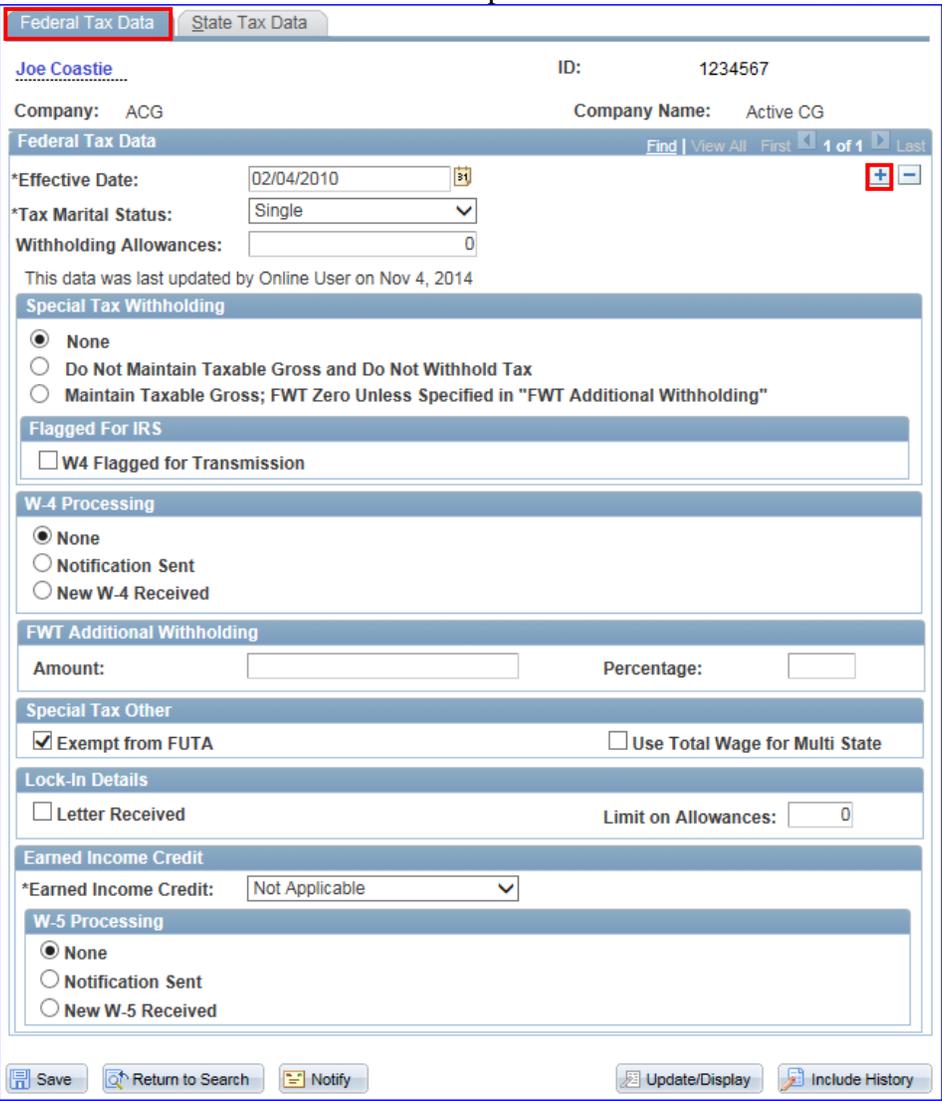
Procedures See below.

Step	Action
<p>1</p>	<p>Select the Maintain Tax Data USA link from the Active & Reserve Pay Shortcuts.</p>  <p>The screenshot shows a window titled "Active & Reserve Pay Shortcuts" with a grid of links. The link "Maintain Tax Data USA" is highlighted with a red rectangular box.</p>
<p>2</p>	<p>Enter the member's Empl ID and then click Search.</p>  <p>The screenshot shows the "Maintain Tax Data USA" search interface. It includes a search bar, a "Find an Existing Value" button, and a "Maximum number of rows to return (up to 300):" field set to 300. The "Empl ID:" field is set to "1234567" and is highlighted with a red box. Below the search fields are checkboxes for "Include History" and "Case Sensitive". At the bottom, the "Search" button is highlighted with a red box, along with "Clear", "Basic Search", and "Save Search Criteria" options.</p>

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State Tax Withholding, Continued

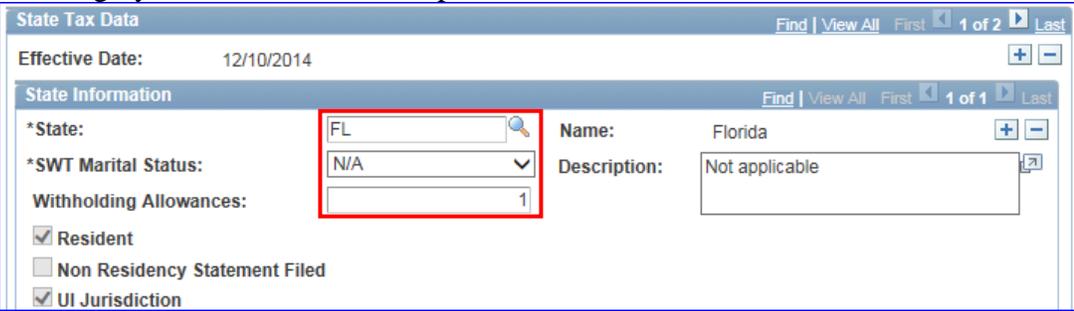
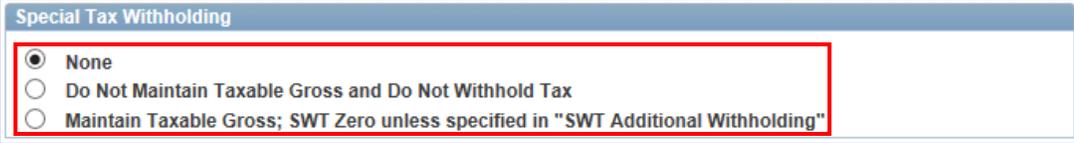
Procedures,
continued

Step	Action
3	<p>The member's current Federal Tax Data will display. A new row must be added from the Federal Tax Data page in order to change the member's State Tax Data (adding a new row will not affect the member's current Federal Tax withholding). Click the plus button to add a new row. The Effective Date will default to the current date but can be updated. Now click on the State Tax Data tab.</p> 

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State Tax Withholding, Continued

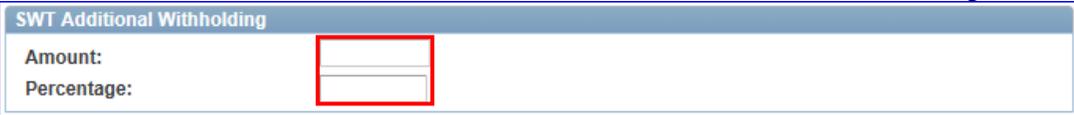
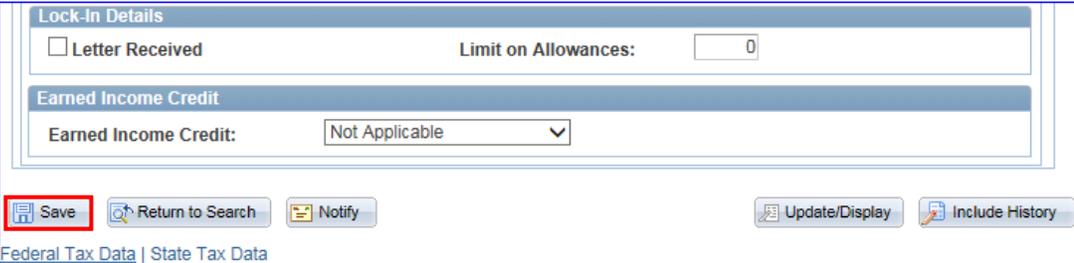
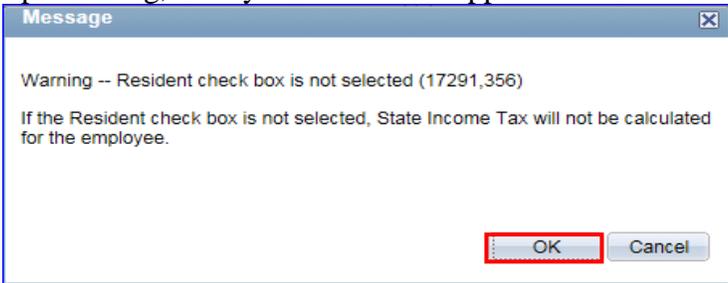
Procedures, continued

Step	Action
4	<p>DO NOT ADD ANY ROWS ON THIS PAGE. It's critical that a new row is added from the Federal Tax Data tab (see Step 3). After adding a row from the Federal Tax Data tab and then clicking on the State Tax Data tab, begin by entering the member's State. Then select the member's SWT Marital Status. If the member's State has no State Withholding Tax, select N/A for the SWT Marital Status. The Resident, Non Residency Statement Filed and UI Jurisdiction blocks will be grayed out and cannot be updated.</p>  <p>Note 1: For AZ and MS residents, do not enter anything in the Withholding Allowances. The withholdings for these states are entered in the Special Tax Other section (Step 7).</p> <p>Note 2: Some states have non-standard marital status codes (e.g. Not the same as federal withholding codes). See page 5 for a listing of codes and descriptions.</p>
5	<p>Read the State Income Tax Withholding exceptions Direct Access Global Payroll - State Tax Withholding Exceptions before making a selection. None and Maintain Taxable Gross; SWT Zero unless specified in "SWT Additional Withholding" can be used for rule numbers 2,3,4,5 and all states not listed elsewhere on the SITW exceptions. The Do Not Maintain Taxable Gross and Do Not Withhold Tax should only be used for rule numbers 1,4,5,6 and 7 on the SITW exceptions.</p> 

Continued on next page

State Tax Withholding, Continued

Procedures, continued

Step	Action
6	<p>SWT Additional Withholding is used if the member would like extra State Tax withheld. Enter an Amount or Percentage.</p> <p>NOTE: If the state does not have a state tax then this section cannot be completed.</p> 
7	<p>Special Tax Other is only applicable for members who claim residency in Mississippi or Arizona. For MS residents, enter an amount in the MS Annual Exemption Amount block. For AZ residents, a percentage will populate in the AZ Percent of Taxable Gross block. Use the look up to change that percentage. All other fields are not used in this section.</p> 
8	<p>The Lock-In Details and Earned Income Credit are both non applicable fields and will not be used. Click Save.</p> 
9	<p>Upon saving, this system error will appear. Click OK to bypass this error.</p> 

Continued on next page

State Tax Withholding, Continued

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)

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

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)

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

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