

How to **SET UP** a new state income tax withholding deduction in WISE. Please note, if you already have a state income tax withholding deduction set up, you will need to inactivate the existing deduction before activating a new deduction. Please see instructions to **UPDATE** an existing state income tax deduction below. Step 6.c.i. addresses this scenario.

1. Login to WISE (<https://wise.unh.edu/>)
2. Click on “**Employee Services**”
3. Click on “**Federal and State Income Tax Withholding, Benefits and Deductions**”
4. Click on “**Federal and State Income Tax Withholding**”
5. Click on “Add a New Benefit or Deduction”
6. Select the state for which you would like to set up income tax withholding by clicking the radio button under “My Choice.” Click “Select Benefit.”
7. On the “Update Miscellaneous” screen, enter your elections as appropriate:
  - a. To begin state income tax withholding, **Status** of ‘Active’ should be selected.
  - b. Enter the effective date of the change. This date must be after the date you were last paid, which will be displayed on the screen.
  - c. Select the appropriate **Filing Status** from the drop-down menu.
    - i. Tax residents of Massachusetts should keep the following in mind when selecting Massachusetts filing status and number of exemptions:
      - If a filing status of ‘0’ is elected, the number of exemptions must be zero.
      - If a filing status of ‘1’ is elected, the number of exemptions must be one or more.
      - If a filing status of ‘H’ is elected, the number of exemptions must be one or more.
    - ii. Tax residents of Massachusetts who complete the ‘Blind’ option should:
      - Enter zero or leave the field blank if they do not qualify for the blindness exemption.
      - If you OR your spouse qualify for the blindness exemption, enter 1 in this field.
      - If you AND your spouse qualify for the blindness exemption, and your spouse does not qualify for withholding, enter 2 in this field.
  - d. Enter the number of exemptions you are claiming – zero is a valid entry.
  - e. Enter the additional amount you would like to have withheld each pay period, if applicable.

### Update Miscellaneous

Make a selection and then choose Submit Changes to process the record. Select Restore Original Values to reset the values. Select Delete, if available, to remove the record.

\* - Indicates a required field.

#### Massachusetts Income Tax

Deduction Effective as of:

Jul 14, 2018

Status:

Active

Step 7.a.

Effective Date of Change MM/DD/YYYY:\*

07/14/2018

Step 7.b.

Note: Effective Date must be after Jul 13, 2018 the date you were last paid.

Filing Status:\* Employee Claiming 0 Exemptions

Step 7.c.

# Exempt:\* 0 Employee Claiming 1 or More Ex  
Head of House claim 1 or more

Step 7.d.

Blind:

Additional Withholding 999999.99 :

Step 7.e.

Submit Changes

Restore Original Values

8. Click "Submit Changes"
9. You should receive the following message: "The updates you requested were successfully processed."

How to **UPDATE** an existing state income tax withholding deduction in WISE:

1. Login to WISE (<https://wise.unh.edu/>)
2. Click on "Employee Services"
3. Click on "Federal and State Income Tax Withholding, Benefits and Deductions"
4. Click on "Federal and State Income Tax Withholding"
5. Locate the withholding deduction you would like to update and click on "Update"

## Federal and State Income Tax Withholding

For help completing these forms, please refer to the form instructions. The Federal Form W-4 and Instructions can be found at <https://www.irs.gov/pub/irs-pdf/fw4.pdf>.

UNH withholds state income taxes for employees who are tax residents of the following states: Connecticut, Massachusetts, Maine, Rhode Island and Vermont. Links to the state withholding certificates and their instructions, can be found at the following link: <https://www.usnh.edu/staff/usnh-payroll-forms>. Visit <https://www.usnh.edu/financial-services/new-england-state-income-tax-withholding> for additional information regarding state income tax withholding.

Non-resident aliens are not able to complete these forms via WISE and must return a paper copy to their Campus Payroll Office.

A paper form is also necessary for any employee qualifying to claim EXEMPT (Waived) from state income tax withholding. These completed paper forms must be returned to the Campus Payroll Office. Exempt status will not be processed until a valid paper state withholding certificate is complete.

**PLEASE NOTE:** If you are a tax resident of MA, RI or VT and we do not have a state withholding certificate on file, changes to your federal withholding will result in changes to your state withholding, as required by each state.

### Federal Tax

**Benefit or Deduction as of date:**

**Status of Benefit or Deduction:**

**Start Date:**

**End Date:**

**Filing Status:**

**Number of Allowances:**

**NRA Tax:**

**Additional Withholding:**

### Massachusetts Income Tax

**Benefit or Deduction as of date:**

**Status of Benefit or Deduction:**

**Start Date:**

**End Date:**

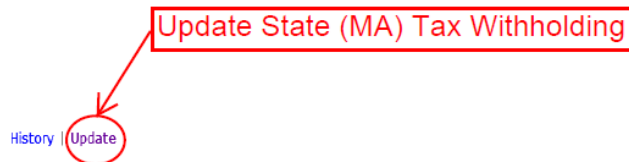
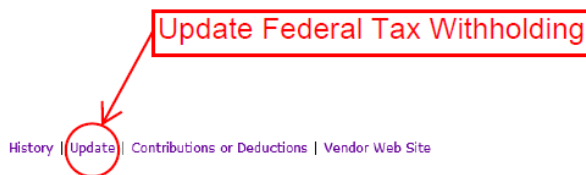
**Filing Status:**

**# Exempt:**

**Blind:**

**Additional Withholding:**

Add a New Benefit Or Deduction



6. On the “Update Miscellaneous” screen, update your elections as appropriate:
  - a. To continue state income tax withholding, a **Status** of ‘Active’ should be selected.
  - b. To terminate withholding in the selected state, a **Status** of ‘Inactive’ should be selected.
  - c. Enter the effective date of the change. This date must be after the date you were last paid, which will be displayed on the screen.
    - i. If you are making your current state deduction ‘Inactive’ and adding another state deduction code, the effective date of the ‘Inactive’ record will need to be before the effective date of the new state deduction.
  - d. If the deduction will continue to be ‘Active,’ select the appropriate **Filing Status** from the drop-down menu.
    - i. Tax residents of Massachusetts should keep the following in mind when selecting Massachusetts filing status and number of exemptions:
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      - If a filing status of ‘1’ is elected, the number of exemptions must be one or more.
      - If a filing status of ‘H’ is elected, the number of exemptions must be one or more.
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  - e. Enter the number of exemptions you are claiming – zero is a valid entry.
  - f. Enter the additional amount you would like to have withheld each pay period, if applicable.

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#### Massachusetts Income Tax

Deduction Effective as of:

Jul 14, 2018

Status:

Active

Step 6.a./b.

Effective Date of Change MM/DD/YYYY:\*

07/14/2018

Step 6.c.

Note: Effective Date must be after Jul 13, 2018 the date you were last paid.

Filing Status:\*

Employee Claiming 0 Exemptions

Step 6.d.

Employee Claiming 1 or More Ex

Head of House claim 1 or more

# Exempt:\*

0

Step 6.e.

Blind:

Additional Withholding 999999.99 :

Step 6.f.

Submit Changes

Restore Original Values

7. Click “Submit Changes”
8. You should receive the following message: “The updates you requested were successfully processed.”