Date: June 13, 2013
To: Agency Payroll and Human Resources Staff
From: Mary Muellner, Director
Statewide Payroll Services
Subject: W-4 State Tax Data Page Change

A new exempt reason field has been added to the W-4 state tax data pages in SEMA4 and in Self Service. This change reflects the exempt reasons listed on the W-4MN form.

On both the State Tax Data page in SEMA4 and the W-4 Tax Information – State page in Self Service, one of the exempt reasons must be selected if all of the following are true:
• The state is MN,
• The Non-Residency Statement Filed is not checked, and
• The employee claims exempt.

If the previous effective-dated row is in the same calendar year and the employee claimed exempt on that row, then the reason code will carry forward to the new row. However, if the previous effective-dated row is in the previous calendar year, then the reason code will not carry forward to the new row and a reason must be provided.

State Tax Data Page in SEMA4
The new Exempt Reason section on the State Tax Data page will only display if the state is MN and the Non-Residency Statement Filed is not checked.
W-4 Tax Information – State Page in Self Service

In Self Service, employees can only claim exemption from state tax withholding for Minnesota. The new exempt reasons will only display in the Claim Exemption box if the state is MN and the Non-Residency Statement Filed is not checked. For employees who claim residency in a state other than Minnesota, the Claim Exemption box will be blank. Employees who want to claim exempt for another state will need to fill out the appropriate paper form for that state and submit it to their payroll office.

SEMA4 Help and Self Service W-4 and MWR Tax instructions will be updated to reflect these changes.

Agency Payroll, HR and Accounting staff should contact Jennifer Goossen at 651-201-8072 or jennifer.goossen@state.mn.us if there are questions.

PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF