

Memo

Date: December 4, 2023

To: Agency Payroll, HR, and Accounting Staff

From: Mary Muellner, Director, Statewide Payroll Services

RE: Year-End Payroll and Tax-Related Reminders

An announcement has been posted on the Self Service Announcements page reminding employees of the following tax-related items that may require their attention:

- Updating home addresses in the HR/Payroll system.
- Refiling Form W-4, Form W-4MN and Form MWR information for 2024 (if necessary) beginning on January 1, 2024.

NOTE: Agencies are encouraged to follow up with employees who are teleworking from another state. The point is to ensure set up is in place to use the correct \$XX earnings code with the applicable state W-4.

We recommend employees complete most of these tasks in Self Service, or they can submit the information to their Payroll or HR office for entry in SEMA4. It is particularly important for employees who have not consented to receive their Form W-2 via Self Service to review and update their home address.

Exempt status

- Employees working in Minnesota who are residents of North Dakota or Michigan and want to remain exempt from Minnesota state income tax withholding must refile Form MWR each year between January 1, 2024, and February 27, 2024.
- Employees who want to remain exempt from federal income tax withholding must refile a Form W-4 between January 1, 2024, and February 13, 2024.
- Employees who want to remain exempt from state withholding must refile the appropriate state withholding form (for Minnesota residents this is the Form W-4MN between January 1, 2024, and February 13, 2024).

NOTE: Information is reported to the Minnesota Department of Revenue when an employee claims more than 10 Minnesota withholding allowances or exemption from Minnesota withholding.

A bulletin [Payroll Tax Withholding & Refiling for Calendar Year 2024](#) dated December 4, 2023, includes complete information on the steps agencies and employees will need to take in the various refiling situations.

Resources

- Policy and Procedure [PAY0002, Changing an Employee's Tax Status](#)
- [Adding Employee Tax Information - Tasks](#)
- On-Demand Report FIHU2457, designated agency staff should run the report and encourage employees to consent to receive their W-2 online.

FIHU2457, Employees No W-2 Consent

This On-Demand report will identify employees who have not consented to receive their W-2 online. The report will identify employees who are in an active or paid leave status on the Primary Job and:

- Have not consented to receive their W-2 online.
- Waived their consent.
- Not answered W-2 consent question.

Forms

For employees who choose not to submit refiling information using Self Service, the following forms are available to be submitted to your office:

- **Form W-4, Employee's Withholding Certificate**, is available from the IRS at 800-829-3676 or www.irs.gov. We anticipate the IRS will make the 2024 Form W-4 available before year-end. (The 2024 Form W-4 will be available to employees via the State of Minnesota Self Service website and the Minnesota Management & Budget website [on the [Forms-Payroll page](#) select Taxes] when the IRS makes it available.)
- **Form W-4MN, Minnesota Employee Withholding Allowance/Exemption Certificate**, is available from the Minnesota Department of Revenue at 651-296-4444 or www.revenue.state.mn.us. We anticipate the Minnesota Department of Revenue will make the updated 2024 Form W-4MN available before year-end. (The 2024 Form W-4MN will be available to employees via the State of Minnesota Self Service website and the Minnesota Management & Budget website [on the [Forms-Payroll page](#) select Taxes] when the Minnesota Department of Revenue makes it available.)
- **Form MWR, Reciprocity Exemption/Affidavit of Residency**, is available from the Minnesota Department of Revenue at 651-296-4444 or www.revenue.state.mn.us. (The 2024 Form MWR will be available via the State of Minnesota Self Service website and the Minnesota Management & Budget website [on the [Forms-Payroll page](#) select Taxes]. It will be available in Self Service around January 1.

Questions?

Agency Payroll and Human Resources staff should contact Jennifer Goossen at 651-201-8072 or jennifer.goossen@state.mn.us.

PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF