A-4 Arizona Tax Withholding

Employee must submit a signed A-4 if they live and work in Arizona.
NOTE: New employees must also submit a Form W-4 for Federal withholdings.

After updating the State Tax Information, the Tax Distribution must also be set up in HRS.

For additional information about entering a W-4, see KB [16889](#).

State Tax Tab

Navigation: **Payroll for North America > Employee Pay Data USA > Tax Information > Update Employee Tax Data**

1. On the **WI** (default) row:
    - Uncheck **Resident.**
    - Verify **UI Jurisdiction** is checked.
    - Change **Special Withholding Tax Status** to No Taxable Gross, No Tax Taken.
    - Enter 07 in the **UW Special Tax Form Code** section.

2. Add a row in the State Information section.

3. Enter AZ in the **State** field.

4. Verify **Resident** is checked.

5. Review that **UI Jurisdiction** is unchecked.

6. **Special Withholding Tax Status** should be None.

7. Enter **Tax Status** of N (Not applicable), unless claiming exempt.

8. Enter **Additional Amount** (A-4, Line 1, second question).

9. Enter **AZ Withholding Percent** (A-4, Line 1).

10. Click **Save**.

Update Tax Distribution

Navigation: **Payroll for North America > Employee Pay Data USA > Tax Information > Update Tax Distribution**

1. Add a row.

2. Change the **State** to AZ.

3. Verify the **Percent of Distribution** is 100.

4. Click **Save**.