

Annual Domestic Tax Renewals/Expirations – 2023

Action Date	Tax Status	Info on Employee Tax Data Screen	Expiration Date	Process if New Form Filed	Explanation & Processing Required
12/11/2023 through 02/14/2024	Exempt	Federal and/or State Tax Data tab has Special Tax Status of 'Maintain Taxable Gross'	02/15/2023 (federal) 04/30/2024 (state)	Add a new row effective between the dates indicated in the Action Date column with Special Tax Status of 'Maintain Taxable Gross' on the Federal Tax Data and/or State Tax Data Tabs. Change W-4 Processing Status to 'New W-4 Received'	Automated notification to employees week of 12/11/2023 with due date of 01/26/2024. If no new W-4 form is filed, a new row is added changing the Special Tax Status to 'None' effective with the start of the pay period that contains the expiration date. Exemptions will be set to last nonexempt W-4 record, or 'S' with '0' income adjustments if no prior nonexempt record exists. Federal and State will be reset separately. Automated Process
12/22/2023 through 01/03/2024	WI W-200-- Employees who prepaid their Wisconsin State Tax and filed W-200	State Tax Data tab has Special Tax Status of 'Maintain Taxable Gross'. 02 (WI W-200) is selected in Tax Form Renewal Field	12/31/2023	Add a new row effective between the dates indicated in the Action Date column with a Special Tax Status of 'Maintain Taxable Gross' on the State Tax Data tab. Also, select 02 (WI W-200) in the Tax Form Renewal Field.	UWSS will provide a list of employees with this status. If no new WI W-200 form is filed, manually change the Special Tax Status from 'Maintain Taxable Gross' to 'None' on the State Tax Data tab and remove the '02' value. For year 2024, you must make the change on the dates indicated in Action Date column. The Marital Tax Status should be 'S' or 'M'. (Keep the same if 'S' or 'M', change if 'X') Or Enter information from previously filed W-4, if it is something other than EXEMPT status
None	Employee is legal resident of Indiana, Illinois, Michigan, or Kentucky. No tax is withheld or reported to the State of Wisconsin.	State Tax Data tab has 'Resident' box unchecked and 'Non-Residency Statement Filed' box checked. Special Tax Status is 'Do Not Maintain Taxable Gross and Do Not Withhold Tax'.	None	Add a new row effective with the date on the W-4. On the State Tax Data tab, uncheck the 'Resident' box and check the 'Non-Residency Statement Filed' box. Change Special Tax Status to 'Do Not Maintain Taxable Gross and Do Not Withhold Tax'. Also, select 04 (WI W-220) in the Tax Form Renewal Field.	Non-residents from reciprocal states and non-residents of Wisconsin performing UW work outside of Wisconsin are not required to pay Wisconsin taxes. There is no need to change the State Tax Data tab unless the employee moves from their home state.
04/12/2024 through 04/26/2024	WI WT-4A filers	State Tax Data tab has 'Maintain Taxable Gross' checked in Special Tax Status, plus flat dollar amount of additional state withholding. 03 (WI WT-4A) is selected in Tax Form Renewal Field	04/30/2024, unless otherwise noted on form	Add a new row effective between the dates indicated in the Action Date column with a Special Tax Status of 'Maintain Taxable Gross' and a flat dollar amount in the additional amount field on the State Tax Data tab. Also, select 03 (WI WT-4A) in the Tax Form Renewal Field	UWSS will provide a list of employees with this status. If no new WI WT-4A form, change the Special Tax Status to 'None' on the State Tax Data Tab and remove the '03' value. For year 2024, you must make the change on the dates indicated in Action Date column. The Marital Tax Status should be 'S' or 'M'. (Keep the same if 'S' or 'M', change if 'X') Or Enter information from previously filed W-4, if it is something other than EXEMPT status.
Date on IRS Form 673 or new W-4, whichever date is first	US Citizen Performing UW work and residing outside USA	Both Federal and State Tax Data tabs have 'Maintain Taxable Gross' checked in Special Tax Status. 01 (IRS Form 673) is selected in Tax Form Renewal field	IRS Form 673 effective until expiration date indicated on Form 673 or when a new W-4 is filed, whichever date is first.	If the IRS form 673 is filed, add a new row effective with the date on the form with a Special Tax Status of 'Maintain Taxable Gross' on both the Federal and State Tax Data tabs. Also, select 01 (IRS Form 673) on the Tax Form Renewal field.	UWSS will provide a list of employees with this status. Review expiration date of IRS Form 673 that is on file. If IRS Form 673 has expired a new form must be submitted. Upon return to the United States, employee must complete a new W-4.