

Helpful Tips for Administrators on Form W-4

Please use this document to aid in your understanding of Form W-4. This document is to be used in conjunction with the Form W-4 instructions, Internal Revenue Service (IRS) FAQ, and Form W-4 worksheets.

1. All new hires are required to complete the new Form W-4 along with the WI Form WT-4, if applicable.
2. If a NEW employee is hired and does not complete the new Form W-4, they will be taxed as a single filer with NO other income adjustments.
3. The UW custom W-4 page is now referred to as the W-4 Supplemental Tax Form and is available: <https://uwservice.wisconsin.edu/docs/forms/tax-w4-supplemental.pdf>
4. If an individual wants state tax withheld other than Wisconsin, they can file the following state forms the UW is registered with (CA, IA, IL, MA, MI, MN, NC, VA). If they are in another state, they need to identify that on the Supplement tax form (referenced above).
5. It is recommended that administrators complete the tax withholding estimator and Form W-4 for a better understanding. There are links on the Payroll Administrative page to these documents: <https://uwservice.wisconsin.edu/administration/payroll/>
6. On the new Form W-4, only sections 1 & 5 are required, other sections are optional. The form is invalid if steps 1 & 5 are not completed.
7. If employees ask for help completing this form, please direct them to the IRS Form W-4 instructions, the FAQ, and/or the worksheets to help them complete the Form W-4.
8. Please note when using the worksheets and the IRS tax estimator, the wage amounts to be used are pre-tax wages not gross wages (i.e. taxable wages).
9. In reference to step 2 on the Form W-4, employees should select only ONE of the three options: use tax estimator / calculator, complete worksheet on Form W-4, or check the multiple job checkbox.
10. All employees who filed exempt in the current year and plan to renew their exemption for next year will need to fill out a new Form W-4 to receive their exempt status. A reminder will be sent to these employees in early December.
11. Documents translated to different languages are available on the IRS website.
12. Specific international instructions (IRS Publication 1392) for Nonresident Aliens are also available on the IRS website.