



Note: Some features may not work when completing the form in the browser. Please download forms to a PDF before entering information. All forms are downloadable PDFs.

Send completed form to:

DGO/Finance - Attention: Payroll
P.O. Box 141031
Salt Lake City, Utah 84114-1031

Email: payroll@utah.gov

For questions, call: (801) 957-7770

Name

Employee Number

Dept. Name

Office Phone

AUTHORIZATION FOR VOLUNTARY ADDITIONAL UTAH INCOME TAX WITHHOLDING

Select Desired Option:

New

Change

Cancel

I authorize the State of Utah, Division of Finance to withhold from my salary for STATE INCOME TAX the sum of \$ _____ PER PAY PERIOD. I understand this amount is **in addition to** any other taxes required by law or regulations. This agreement shall continue until terminated by either the employee or employer.

Employee Signature _____
(This form is not valid unless you sign it.)

Date _____

ELECTRONICALLY AUTHORIZE VOLUNTARY ADDITIONAL UTAH INCOME TAX WITHHOLDING

An alternative to submitting this form is to update your Utah Income Tax Withholding on-line in the Payroll Employee Self Service (ESS) web page.

Instructions

1. Navigate to the [Utah Employee Gateway](#) and click "**Connect to ESS Now**"
2. In the **Personal Information** section, click the link to IRS form **W-4 Tax Withholding**

[Personal Information](#) ←

Access your personal data and activities such as: Maintain direct deposits; Federal W-4 tax withholding and/or additional Utah income withholding.

Quick Links

[Direct Deposits](#)

[IRS Form W-4 and Instructions \(PDF\)](#)

[W-4 Tax Withholding](#) ←

[Payroll Contacts](#)

3. Select "**Add**" and then "**Create form for Utah**" and enter the additional amount to be withheld in the USD box, check the declaration box and then click "Save"

The screenshot shows a web interface with a 'Selection and Overview' section. There is a table with columns for 'Delete', 'Tax', and 'Action'. The 'Tax' column has two rows: 'Federal' and 'Utah'. The 'Action' column has two rows: 'Create form for Federal' and 'Create form for Utah'. A red arrow points to the 'Add' button, and another red arrow points to the 'Create form for Utah' link.