



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

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"

