

Tax Certificate Election

Instructions for W-4 Onboarding, New Employees to the State of Utah

The ETAX portal provides withholding options for specific states and taxing options. Please be aware that not all options will be applicable to your specific situation.

Non-Resident Aliens

If you are a non-resident alien, please refer to IRS NOTICE 1392 for additional guidance as mandated by the IRS. Please provide all taxation specific documents to payroll@utah.gov.

Out of State Employees

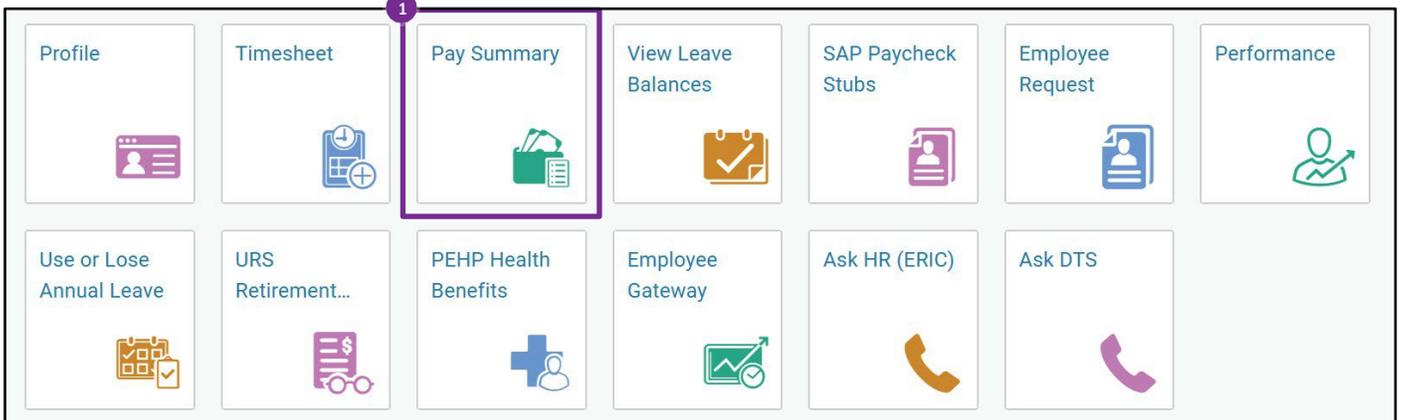
If you are hired to work outside the State of Utah, please contact Central Payroll at 801-957-7770 or email payroll@utah.gov. A specific certificate of withholding may be required for your work location and state of residence.

Information Links

- IRS W-4 with instructions and worksheets:
<https://www.irs.gov/instructions/iw2w3>
- IRS Tax Withholding Estimator (tool to assist taxpayer for correct W-2 election.):
<https://www.irs.gov/individuals/tax-withholding-estimator>
- **Non-Resident Aliens IRS W-4 additional instructions, Notice 1392**
<https://www.irs.gov/forms-pubs/about-notice-1392>

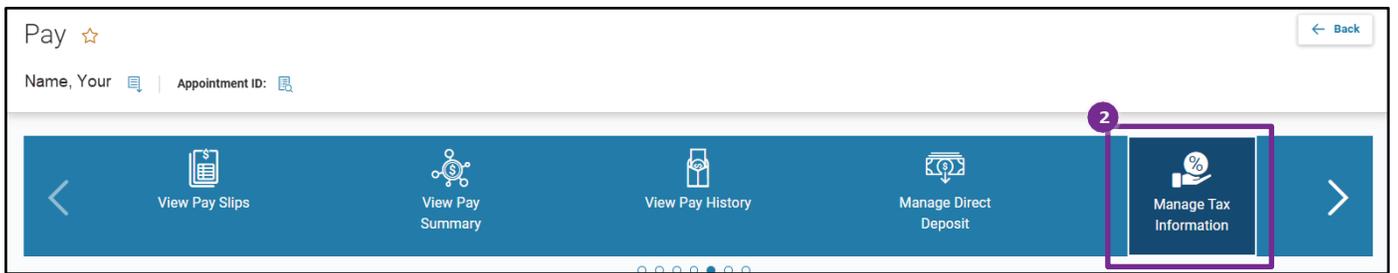
Instructions

1. Click on the **Pay Summary** tile on the Employee Dashboard landing page.



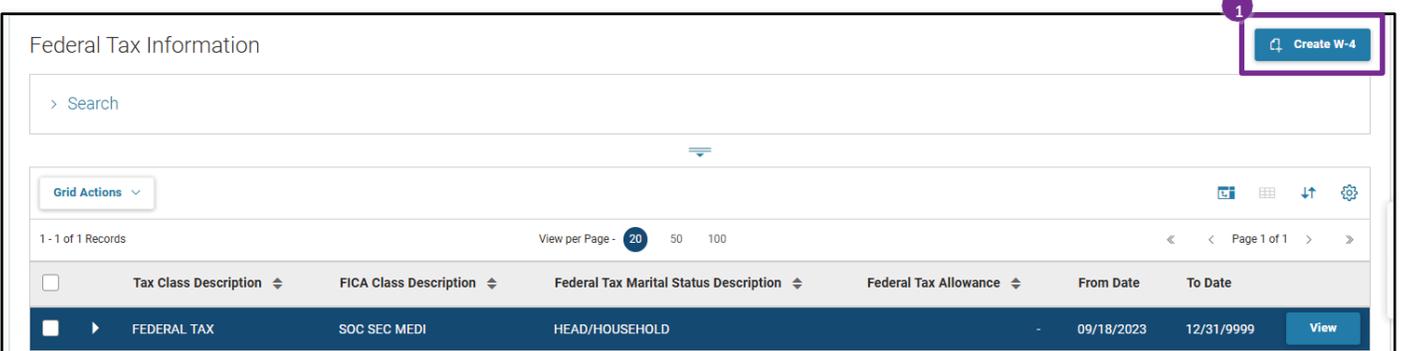
This opens your Pay dashboard.

2. Click **Manage Tax Information**. This opens the page where you can create both federal and state withholding forms.



Creating Federal Withholding (W-4)

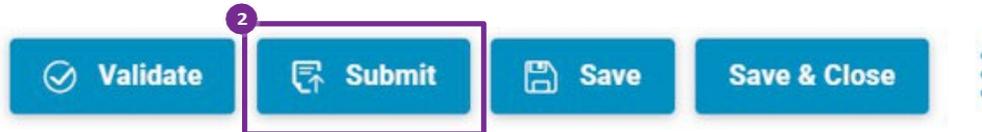
1. To create your federal withholding, complete the electronic W-4 form, by clicking **Create W-4**.



You can:

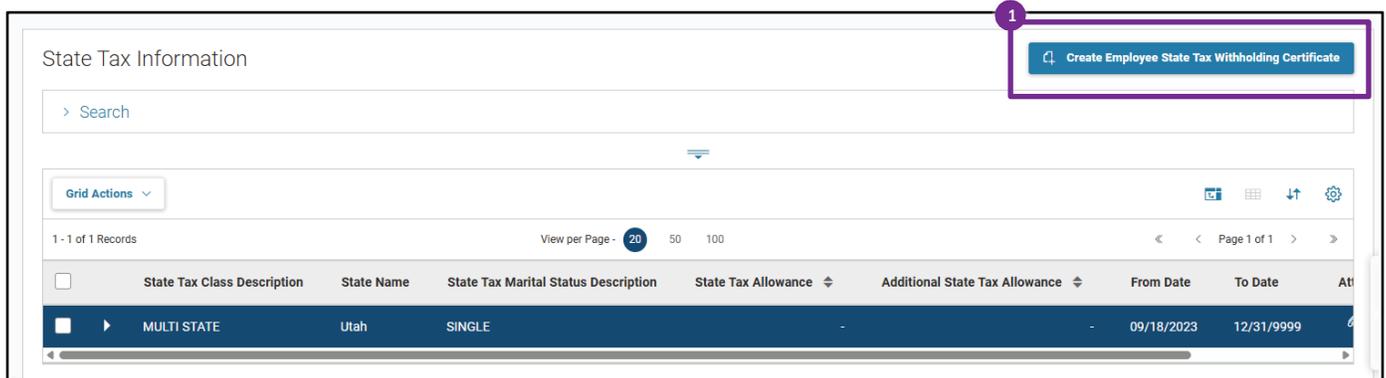
- Select your filing status, such as single or married, multiple job election
- Enter dependent credits if applicable
- Specify any additional withholding amounts.

2. When finished, click **Submit**. Your changes are applied immediately to upcoming payrolls.



Creating State Withholding

1. To create your state withholding click on the **Create Employee State Tax Withholding Certificate** button.



Each state has its own withholding certificate form, which may include allowances or additional withholding amounts. Contact Central Payroll 801-957-7770 or email payroll@utah.gov for state specific forms. **Utah employees use IRS W-4.**

2. Once you've completed the required fields, click **Submit**.

3. Click **Save** to apply changes.



Reviewing and confirming changes

After submitting, Vantage will display a confirmation screen with your updated elections. You can return to this page anytime to review your current selections or make further changes.

Select the **Expand** line  to see additional details.



<input type="checkbox"/>	Tax Class Description	FICA Class Description	Federal Tax Marital Status Description	Federal Tax Allowance	From Date
<input checked="" type="checkbox"/>	FEDERAL TAX	SOC SEC MEDI	SINGLE	-	05/24/2

TIPS FOR SUCCESS



- Always review IRS instructions or your state's guidance before making changes.
- Double-check your entries before submitting.
- If you need advice on your tax situation, contact a tax professional.