

On August 1, 2018, USNH employees who are tax residents of Connecticut, Massachusetts, Maine, Rhode Island and Vermont, will be able to set up and update state income tax withholding in WISE. When new employees who live in these states are hired, they should be directed to WISE to set up these withholdings as soon as possible. Employees should be notified that if they do not set up their withholding, their state deduction will be set up at the rate required by each state.

Employees will navigate to the same WISE location to set up these withholdings as they will for the Federal income tax withholdings. The location of these forms has been updated in WISE to read: [“Federal and State Income Tax Withholding, Benefits and Deductions.”](#)

Please note, nonresident aliens and employees who are eligible and wish to claim EXEMPT from state income tax withholding, will need to complete a paper state withholding certificate and submit it to their Campus Payroll Office.

In order to SET UP a state income tax withholding deduction in WISE, employees should:

1. Login to WISE (<https://wise.unh.edu/>)
2. Click on **“Employee Services”**
3. Click on [“Federal and State Income Tax Withholding, Benefits and Deductions”](#)
4. Click on [“Federal and State Income Tax Withholding”](#)
5. Click on **“Add a New Benefit or Deduction”**
6. Select the state for which you would like to set up income tax withholding by clicking the radio button under **“My Choice.”**
7. On the **“Update Miscellaneous”** screen, enter your elections as appropriate:
 - a. To begin state income tax withholding, **Status** of ‘Active’ should be selected.
 - b. Enter the effective date of the change. This date must be after the date you were last paid, which will be displayed on the screen.
 - c. Select the appropriate **Filing Status** from the drop-down menu.
 - i. Tax residents of Massachusetts should keep the following in mind when selecting Massachusetts filing status and number of exemptions:
 - If a filing status of ‘0’ is elected, the number of exemptions must be zero.
 - If a filing status of ‘1’ is elected, the number of exemptions must be one or more.
 - If a filing status of ‘H’ is elected, the number of exemptions must be one or more.
 - d. Enter the number of exemptions you are claiming – zero is a valid entry.
 - e. Enter the additional amount you would like to have withheld each pay period, if applicable.
8. Click **“Submit Changes”**
9. You should receive the following message: **“The updates you requested were successfully processed.”**

In order to UPDATE a state income tax withholding deduction in WISE, employees should:

1. Login to WISE (<https://wise.unh.edu/>)
2. Click on “**Employee Services**”
3. Click on “**Federal and State Income Tax Withholding, Benefits and Deductions**”
4. Click on “**Federal and State Income Tax Withholding**”
5. Locate the withholding deduction you would like to update and click on “**Update**” (this option is located in the middle of the screen).
6. On the “Update Miscellaneous” screen, update your elections as appropriate:
 - a. To continue state income tax withholding, a **Status** of ‘Active’ should be selected.
 - b. To terminate withholding in the selected state, a **Status** of ‘Inactive’ should be selected.
 - c. Enter the effective date of the change. This date must be after the date you were last paid, which will be displayed on the screen.
 - i. If you are making your current state deduction ‘Inactive’ and adding another state deduction code, the effective date of the ‘Inactive’ record will need to be before the effective date of the new state deduction.
 - d. If the deduction will continue to be ‘Active,’ select the appropriate **Filing Status** from the drop-down menu.
 - i. Tax residents of Massachusetts should keep the following in mind when selecting Massachusetts filing status and number of exemptions:
 - If a filing status of ‘0’ is elected, the number of exemptions must be zero.
 - If a filing status of ‘1’ is elected, the number of exemptions must be one or more.
 - If a filing status of ‘H’ is elected, the number of exemptions must be one or more.
 - e. Enter the number of exemptions you are claiming – zero is a valid entry.
 - f. Enter the additional amount you would like to have withheld each pay period, if applicable.
7. Click “Submit Changes”
8. You should receive the following message: “The updates you requested were successfully processed.”