

RLAS 116 Standard Operating Procedures

RLAS Round Lake Area School District 116 Human Resources Department Standard Operating Procedures	Procedure:	Wisconsin W-4 : Reporting Withholding Allowances
	Effective Date:	2/14/2019
	Revision Date:	--
	Type of Process:	<input type="checkbox"/> Internal Procedure <input checked="" type="checkbox"/> District Procedure
	Approved by:	
Authority <small>[Board Policy, State or Federal Law]</small>	Wisconsin Department of Revenue	
Purpose <small>[Description of why the procedure is needed]</small>	Instructions for new and current employees to properly report Wisconsin withholding allowances to Round Lake School District, for the purpose of calculating taxes on wages paid	
Form(s) <small>[List of forms (if any) are related to the procedure]</small>	Form WT-4 : Employee's Wisconsin Withholding Exemption Certificate/New Hire Reporting	
Definitions <small>[List of applicable definitions]</small>	W-4: WT-4 Employee's Wisconsin Withholding Exemption Certificate/New Hire Reporting ASC – Administrative Service Center District – Round Lake School District 116 WDOR – Illinois Department of Revenue	

Step-by-Step Process

STEPS	DESCRIPTION OF ACTION
1	<p>Employee will locate and print the current year W-4 form. The current form can be found at the WDOR website or at the District's Staff Intranet site.</p> <ul style="list-style-type: none"> ➤ https://www.revenue.wi.gov/TaxForms2017through2019/w-204f.pdf ➤ https://www.rlas-116.org/site/Default.aspx?PageType=7&SiteID=4 <p>The form can be completed electronically, but the employee is required to print and sign once completed to submit to the Payroll Department.</p>
2	<p>The W-4 contains 2 pages.</p> <ul style="list-style-type: none"> ➤ Page 1: Employee Instructions and Withholding Certificate ➤ Page 2: Mailing Cover Sheet – New Hire Reporting – Employer
3	<p>Employee will review the first page to determine how to complete the WT-4 Employee's Wisconsin Withholding Exemption Certificate on page 1</p>

RLAS 116 Standard Operating Procedures

4	<p>Employee will complete the sections below on the Employee's Wisconsin Withholding Allowance Certificate (page 1, top of form) to report withholding allowances "Employee's Section":</p> <ul style="list-style-type: none">➤ Employee legal name: print full name➤ Employee address, city, state, and zip: list current residence information➤ Social Security Number: list full social security number➤ Date of Birth: list date of birth. Ex: 01/01/2019➤ Date of Hire: not needed. Payroll will update this information➤ Marital Status: select single, married, or married at single rate. If you elect the "married at single rate", the single tax table will be used in determining tax withholdings➤ Employee Signature: Sign and date the form certifying all allowances claimed is true and accurate
5	<p>Once the W-4 is complete, return page 1 to the Payroll department. Form can be returned by:</p> <ul style="list-style-type: none">➤ Interoffice mail. Department – Payroll, Location – ASC➤ Fax: (847) 348-9408 – secure fax Human Resources Department➤ In Person: ASC, to Payroll, located in the Human Resources Department
6	<p>Once the Payroll Specialist receives the new or updated W-4 form, the employee's profile in Skyward will be updated according to the W-4 form received. The Payroll Specialist will email the employee to notify of the change and pay date the change will occur.</p>
7	<p>The Payroll Specialist will then save the employee's W-4 form electronically in their employee file for record keeping.</p>
8	<p>No further action is needed by the employee unless the following changes occur:</p> <ul style="list-style-type: none">➤ Name change➤ Marriage➤ Divorce➤ Birth of a child➤ Death of spouse➤ Eligible children are over 17 or are no longer eligible to claim on annual tax return
9	<p>Employees are to consult with their tax accountant or WDOR for assistance in calculating exemptions to complete the W-4.</p>