



# Office Memorandum

**Date:** June 13, 2013  
**To:** Agency Payroll and Human Resources Staff  
**From:** Mary Muellner, Director  
Statewide Payroll Services  
**Subject:** W-4 State Tax Data Page Change

A new exempt reason field has been added to the W-4 state tax data pages in SEMA4 and in Self Service. This change reflects the exempt reasons listed on the W-4MN form.

On both the State Tax Data page in SEMA4 and the W-4 Tax Information – State page in Self Service, one of the exempt reasons must be selected if all of the following are true:

- The state is MN,
- The Non-Residency Statement Filed is not checked, and
- The employee claims exempt.

If the previous effective-dated row is in the same calendar year and the employee claimed exempt on that row, then the reason code will carry forward to the new row. However, if the previous effective-dated row is in the previous calendar year, then the reason code will not carry forward to the new row and a reason must be provided.

### State Tax Data Page in SEMA4

The new Exempt Reason section on the State Tax Data page will only display if the state is MN and the Non-Residency Statement Filed is not checked.

The screenshot shows a web interface for the SEMA4 State Tax Data page. It features a 'Lock-In Details' section with a 'Letter Received' checkbox, a 'Limit On Allowances' input field set to '0', and a 'Tax Lock-In' button. Below this is the 'Exempt Reason' section, which contains three radio button options for selecting an exempt reason. The third option includes a text input field for the state of domicile.

### W-4 Tax Information – State Page in Self Service

In Self Service, employees can only claim exemption from state tax withholding for Minnesota. The new exempt reasons will only display in the Claim Exemption box if the state is MN and the Non-Residency Statement Filed is not checked. For employees who claim residency in a state other than Minnesota, the Claim Exemption box will be blank. Employees who want to claim exempt for another state will need to fill out the appropriate paper form for that state and submit it to their payroll office.

**Claim Exemption**

Check Exempt here:

**I claim exemption for withholding for the year 2013 and I believe that the reason checked below is why I am exempt:**

- I meet the requirements and claim exempt from both federal and Minnesota income tax withholding.
- Even though I did not claim exempt from federal withholding, I claim exempt from Minnesota withholding because I had no Minnesota income tax liability last year, I received a refund of all Minnesota income tax withheld, AND I expect to have no Minnesota income tax liability this year.
- My spouse is a military service member assigned to a military location in Minnesota, my domicile (legal residence) is in another state, AND I am in Minnesota solely to be with my spouse. My state of domicile is

**In Order to Sign and Submit You Need to Go Back to Federal Page**

SEMA4 Help and Self Service W-4 and MWR Tax instructions will be updated to reflect these changes.

Agency Payroll, HR and Accounting staff should contact Jennifer Goossen at 651-201-8072 or [jennifer.goossen@state.mn.us](mailto:jennifer.goossen@state.mn.us) if there are questions.

**PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF**