



Human Capital Management 26-A Tax Update Overview

CONTENTS

| | |
|--|----|
| Introduction..... | 3 |
| Benefits | 3 |
| Savings Age Catch Up Extension Process | 3 |
| Benefits Savings Management Page..... | 4 |
| Payroll..... | 5 |
| Updated Federal / State Tax Table..... | 5 |
| Local Tax Table Changes..... | 10 |
| Garnishment Rule Changes | 10 |
| Employee State Tax Data for WA | 11 |
| Minnesota UI..... | 12 |
| Updated Message in Paylines..... | 13 |
| 2025 W-2C Form Functionality Changes | 14 |
| Employee Self Service | 14 |
| Federal Form W-4 PDF | 14 |
| New Mexico W-4 PDF..... | 16 |
| Utah W-4 PDF..... | 18 |
| 1042-S Reporting | 20 |
| Year-End Form 1042-S Processing..... | 20 |
| 1042-S Employee Information..... | 21 |
| 1042-S Year End Data..... | 22 |
| Form 1042-S Data Summary..... | 24 |
| View Form 1042-S | 25 |

Introduction

The Image/Upgrade Overview Document is intended to provide ctcLink users with a summary of the changes that will be made in the system as a result of the upcoming image or PeopleTools upgrade implementation. Oracle releases multiple PeopleSoft updates, called images, for each pillar every year. Each Image contains bug fixes and features that are important for PeopleSoft to work well. PeopleTools upgrades update the underlying framework of the system. There are minimal changes that are noticeable to the end users. Below is an overview of the changes that you can expect to see as part of this upgrade.

Benefits

Savings Age Catch Up Extension Process

The Savings Age Catch Up Extension Process in ctcLink has been updated to include Section 603 changes of the Secure 2.0 Act. When running this process, HCM users need to populate the “as of date” and appropriate company code (leaving the Empl ID field blank). In the Limit Type Extension window, HCM users must select 402(g) and 457 limits. Additionally, users must check the **Run Roth Threshold Update** checkbox and select **Limit Table** for the Catch Up Amount field. The Run Roth Threshold Update checkbox is used to determine each employee’s prior year FICA taxable gross against the set FICA Earnings Limit in the Special Limits grid (*all limits are maintained on yearly basis by SBCTC*). Employees whose prior year FICA earnings exceed the threshold are flagged as subject to Roth rollover requirements. More information regarding this improvement will be shared during HCM Work Session - Secure 2.0/Section 603 Roth Catch Up Enhancement scheduled for February 12, 2026, from 1 to 3 p.m.

Navigation

Menu > Benefits > Monitor Savings Pln Extensions > Savings Age Catch Up Extension

Image: Savings Age Catch Up Extension Improvement

The screenshot shows the 'Savings Age Catch Up Extension' form. At the top, there is a search bar and navigation links for 'Report Manager' and 'Process Monitor'. The 'Run Control ID' is 'Age_Catchup_Ext'. A 'Run' button is present. The 'Report Request Parameter(s)' section includes fields for '*As Of Date' (12/31/2026), '*Company' (140, Clark College), and 'Empl ID'. The 'Limit Type Extension' section has a table with two rows: '402(g) Limit' and '457 Limit', each with '+' and '-' buttons. Below this table, the 'Run Roth Threshold Update' checkbox is checked, and the 'Catch Up Amount' is set to 'Limit Table'. A red box highlights the 'Run Roth Threshold Update' checkbox and the 'Limit Table' selection. A red callout box points to the 'Run Roth Threshold Update' checkbox with the text: 'Run Roth Threshold Update checkbox must be checked when running Savings Catch Up Extension process'. Another red callout box points to the 'Limit Table' selection with the text: 'Select "Limit Table" for the Catch Up Amount field'. At the bottom, there are 'Save', 'Notify', 'Add', and 'Update/Display' buttons.

Run Control ID: Age_Catchup_Ext

Report Manager Process Monitor Run

Report Request Parameter(s)

*As Of Date: 12/31/2026

*Company: 140 Clark College

Empl ID

Limit Type Extension

| *Limit Type | | |
|--------------|---|---|
| 402(g) Limit | + | - |
| 457 Limit | + | - |

☒ Run Roth Threshold Update

Catch Up Amount: Limit Table

☐ Notify Employee

Save Notify Add Update/Display

Run Roth Threshold Update checkbox must be checked when running Savings Catch Up Extension process

Select "Limit Table" for the Catch Up Amount field

Image: Savings Age Catch Up Extension Currently in Production

The screenshot shows the 'Savings Age Catch Up Extension' form in its current production state. The layout is similar to the previous image, but the 'Run Roth Threshold Update' checkbox is unchecked. The 'Catch Up Amount' field is empty. The 'Limit Type Extension' section has a table with two rows: '402(g) Limit' and '457 Limit', each with '+' and '-' buttons. At the bottom, there are 'Save', 'Notify', 'Add', and 'Update/Display' buttons.

Run Control ID: Age_Catch_Up_Ext

Report Manager Process Monitor Run

Report Request Parameter(s)

*As Of Date: 12/31/2026

*Company: 140 Clark College

Empl ID

Limit Type Extension

| *Limit Type | | |
|--------------|---|---|
| 402(g) Limit | + | - |
| 457 Limit | + | - |

☐ Run Roth Threshold Update

Save Notify Add Update/Display

Benefits Savings Management Page

This page has been updated for Roth tracking. Employees meeting age criteria and exceeding FICA

gross wages for prior year are flagged as subject to Roth Threshold roll over requirements.

Navigation

Menu > Enroll in Benefits > Benefits Savings Management

Image: Benefits Savings Management Improvement

| *Company | *Calendar Year | *Limit Type | *Exception Reason | Description | Extension Election | Adjustment Amount | Limit Amount Override | Updated on | User ID | Roth Threshold | Roth Updated on | Roth User ID |
|----------|----------------|-------------|-------------------|--------------------|-------------------------------------|-------------------|-----------------------|------------|---------|-------------------------------------|-----------------|--------------|
| 140 | 2026 | 402(g) | B | Age - Extend Limit | <input checked="" type="checkbox"/> | 8,000.00 | | 01/16/2026 | SYS | <input checked="" type="checkbox"/> | 02/06/2026 | SYS |
| 140 | 2026 | 457 | B | Age - Extend Limit | <input checked="" type="checkbox"/> | 8,000.00 | | 01/16/2026 | SYS | <input checked="" type="checkbox"/> | 02/06/2026 | SYS |
| 140 | 2025 | 402(g) | B | Age - Extend Limit | <input checked="" type="checkbox"/> | 7,500.00 | | 01/15/2025 | SYS | <input type="checkbox"/> | | |
| 140 | 2025 | 457 | B | Age - Extend Limit | <input checked="" type="checkbox"/> | 7,500.00 | | 01/15/2025 | SYS | <input type="checkbox"/> | | |

Image: Benefits Savings Management Currently in Production

| *Company | *Calendar Year | *Limit Type | *Exception Reason | Description | Extension Election | Adjustment Amount | Limit Amount Override | Updated on | User ID |
|----------|----------------|-------------|-------------------|--------------------|-------------------------------------|-------------------|-----------------------|------------|---------|
| 140 | 2026 | 402(g) | B | Age - Extend Limit | <input checked="" type="checkbox"/> | 8,000.00 | | 01/16/2026 | SYS |
| 140 | 2026 | 457 | B | Age - Extend Limit | <input checked="" type="checkbox"/> | 8,000.00 | | 01/16/2026 | SYS |
| 140 | 2025 | 402(g) | B | Age - Extend Limit | <input checked="" type="checkbox"/> | 7,500.00 | | 01/15/2025 | SYS |
| 140 | 2025 | 457 | B | Age - Extend Limit | <input checked="" type="checkbox"/> | 7,500.00 | | 01/15/2025 | SYS |

Payroll

Updated Federal / State Tax Table

Federal (State = \$U) - The table entry effective-dated 1/1/2026, which was delivered in Tax Update 25-D, is updated to include Federal withholding tax changes effective for wages paid on or after 01 January 2026, as announced by the Internal Revenue Service. <https://www.irs.gov/pub/irs-pdf/p15t.pdf>

Note: This change was deployed in HCM production on 12/30/25 in a stand-alone patch.

California (CA) - The table entry effective-dated 1/1/2026, which was delivered in Tax Update 25-D, is updated to include the California withholding tax changes effective for wages paid on or after 01

January 2026. https://edd.ca.gov/siteassets/files/pdf_pub_ctr/26methb.pdf

Colorado (CO) - The table entry effective-dated 1/1/2026, which was delivered in Tax Update 25-D, is updated to include the following changes for 2026:

1. Colorado withholding tax changes effective for wages paid on or after 01 January 2026. [https://tax.colorado.gov/sites/tax/files/documents/DR_1098 Colorado Withholding Worksheet for Employees.pdf](https://tax.colorado.gov/sites/tax/files/documents/DR_1098_Colorado_Withholding_Worksheet_for_Employees.pdf)
2. Colorado Paid Family & Medical Leave FML-EE and FML-ER tax rate decreased from 0.0045 to 0.0044. <https://famli.colorado.gov/individuals-and-families/how-famli-works/premium-and-benefits-calculator>

Connecticut (CT) - The U.S. tax script delivered with Tax Update 25-D included a new row (Effective Date = 1/1/2026) to update the State Tax Table entry for Connecticut with the increase in the Connecticut state minimum hourly wage, the increase in the state unemployment insurance taxable wage base, and the increase in the paid leave wage base.

This row failed to include values on four pages of the State Tax Table entry (CT Exemptions, CT Credits, CT Phase Out, and CT Recapture), which are required to correctly calculate Connecticut withholding tax amounts. The redelivered table entry effective-dated 1/1/2026 includes values in the following four pages: CT Exemptions, CT Credits, CT Phase Out, and CT Recapture.

Note: This change was deployed in HCM production on 12/30/25 in a stand-alone patch.

Hawaii (HI) - The table entry effective-dated 1/1/2026, which was delivered in Tax Update 25-D, is updated to include the following changes for 2026:

1. The Hawaii state unemployment insurance taxable wage base increase from \$62,000 to \$64,500. <http://labor.hawaii.gov/ui/news/tax-rate-schedule-and-weekly-benefit-amount/>
2. The maximum taxable gross for Hawaii state temporary disability insurance and voluntary plan temporary disability insurance programs is \$78,011 (\$1,500.21 weekly), per the Disability Compensation Division of the Hawaii Department of Labor and Industrial Relations. This is an increase from the tax year 2025 amount of \$74,969 (\$1,441.72 weekly). The employee tax rate remains unchanged at 0.5% (0.005000). <https://labor.hawaii.gov/dcd/files/2025/12/2026-Maximum-Weekly-Wage-Base.pdf>
3. Hawaii withholding tax changes effective for wages paid on or after 01 January 2026. <https://files.hawaii.gov/tax/news/pubs/25BkItA.pdf>

Idaho (ID) - A new table entry effective-dated 1/1/2026 includes an increase in the Idaho state unemployment insurance taxable wage base from \$55,300 to \$58,300. <https://www.labor.idaho.gov/businesses/unemployment-tax-rates/>

Illinois (IL) - A new table entry effective-dated 1/1/2026 includes the following changes for 2026:

1. The Illinois withholding tax changes effective for wages paid on or after 01 January 2026. <https://tax.illinois.gov/content/dam/soi/en/web/tax/forms/withholding/documents/currentyear/il-700-t.pdf>
2. The Illinois state unemployment insurance taxable wage base increase from \$13,916 to \$14,250. https://ides.illinois.gov/content/dam/soi/en/web/ides/ides_forms_and_publications/UI_tax_rates_2026.pdf

Indiana (IN) - A new table entry effective-dated 1/1/2026 includes Indiana withholding tax changes effective for wages paid on or after 01 January 2026.

<https://www.in.gov/dor/files/reference/dn01.pdf>

Kansas (KS) - A new table entry effective-dated 1/1/2026 includes an increase in the Kansas state unemployment insurance taxable wage base from \$14,000 to \$15,100.

<https://www.dol.ks.gov/employers/employer-services>

Kentucky (KY) - The table entry effective-dated 1/1/2026, which was delivered in Tax Update 25-D, is updated to include an increase in the Kentucky state unemployment insurance taxable wage base from \$11,700 to \$12,000. <https://kewes.ky.gov>

Louisiana (LA) - A new table entry effective-dated 1/1/2026 includes the following changes for 2026:

1. The Louisiana withholding tax changes effective for wages paid on or after 01 January 2026.

<https://doa.louisiana.gov/media/Ouafjmat/2601emr014.pdf>

2. The Louisiana state unemployment insurance taxable wage base decrease from \$7,700 to \$7,000. https://www.laworks.net/unemploymentinsurance/ui_lainsurancetaxrates.asp

Massachusetts (MA) - The table entry effective-dated 1/1/2026, which was delivered in Tax Update 25-D, is updated to include Massachusetts withholding tax changes effective for wages paid on or after 01 January 2026. <https://www.mass.gov/doc/massachusetts-circular-m-income-tax-withholding-tables-at-50-effective-january-1-2026/download>

Maine (ME) - The table entry effective-dated 1/1/2026, which was delivered in Tax Update 25-D, is updated to include Maine withholding tax changes effective for wages paid on or after 01 January 2026. https://www.maine.gov/revenue/sites/maine.gov.revenue/files/inline-files/26_wh_tab_instr.pdf

Michigan (MI) - The table entry effective-dated 1/1/2026, which was delivered in Tax Update 25-D, is updated to include Michigan withholding tax changes effective for wages paid on or after 01 January 2026. https://www.michigan.gov/taxes/-/media/Project/Websites/taxes/Forms/SUW/TY2026/446_Withholding-Guide_2026.pdf

Minnesota (MN) - The table entry effective-dated 1/1/2026, which was delivered in Tax Update 25-D, is updated to include the following changes for 2026:

1. The Minnesota state unemployment insurance taxable wage base increase from \$43,000 to \$44,000. <https://uimn.org/uimn/employers/wages-taxes/tax-rates/index.jsp>

2. The Minnesota Paid Family & Medical Leave taxable wage base is corrected to \$185,000 based on the rounding of the increased Social Security OASDI maximum taxable wage base for 2026. <https://pl.mn.gov/resources/calculators/premium-rate-and-contributions#section-486-premium-calculator>

3. The Minnesota withholding tax changes effective for wages paid on or after 01 January 2026. <https://www.revenue.state.mn.us/sites/default/files/2025-12/wh-inst-26.pdf>

4. MN Unemployment – Other with a tax rate of 0.001 on the Additional Rates page to separately report and process the Workforce Development Assessment tax rate for Minnesota.

Note: Tax Update 26-A also delivers SQR program modifications which are required to implement the separate reporting and processing of the UI tax rate and the Workforce Development Assessment tax rate for Minnesota.

Missouri (MO) - The table entry effective-dated 1/1/2026, which was delivered in Tax Update 25-D, is updated to include Missouri withholding tax changes effective for wages paid on or after 01 January 2026. https://dor.mo.gov/forms/Withholding%20Formula_2026.pdf

Mississippi (MS) - A new table entry effective-dated 1/1/2026 includes Mississippi withholding tax changes effective for wages paid on or after 01 January 2026. <https://www.dor.ms.gov/sites/default/files/business/Computer%20Payroll%20Flowchart%20-%20updated%208-13-25.pdf>

Montana (MT) - The table entry effective-dated 1/1/2026, which was delivered in Tax Update 25-D, is updated to include the following changes for 2026:

1. The Montana withholding tax changes effective for wages paid on or after 01 January 2026. https://revenuefiles.mt.gov/files/Forms/Montana_Employer_and_Information_Agent_Guide_with_Tax_Tables.pdf

2. The Montana state unemployment insurance taxable wage base increase from \$45,100 to \$47,300. <https://uid.dli.mt.gov/docs/contributions-bureau/Rate-Explanation.pdf>

North Carolina (NC) - A new table entry effective-dated 1/1/2026 includes the following changes for 2026:

1. The North Carolina withholding tax changes effective for wages paid on or after 01 January 2026. <https://www.ncdor.gov/income-tax-withholding-tables-and-instructions-employers/open>

2. The North Carolina state unemployment insurance taxable wage base increase from \$32,600 to \$34,200. <https://www.des.nc.gov/employers/tax-rate-information>

Nebraska (NE) - The table entry effective-dated 1/1/2026, which was delivered in Tax Update 25-D, is updated to include Nebraska withholding tax changes effective for wages paid on or after 01 January 2026. https://revenue.nebraska.gov/sites/default/files/doc/business/Cir_En_2025/2026cir_en_whole.pdf

New Mexico (NM) - A new table entry effective-dated 1/1/2026 includes the following changes for 2026:

1. New Mexico withholding tax changes effective for wages paid on or after 01 January 2026. <https://realfile.tax.newmexico.gov/FYI-104.pdf>

2. The New Mexico state unemployment insurance taxable wage base increase from \$33,200 to \$34,800. <https://www.dws.state.nm.us/UI-Tax-Information>

New York (NY) - The table entry effective-dated 1/1/2026, which was delivered in Tax Update 25-D,

is updated to include the following changes for 2026:

1. The New York withholding tax changes effective for wages paid on or after 01 January 2026.

https://www.tax.ny.gov/pdf/publications/withholding/nys50_t_nys.pdf

2. The corrected 2026 New York state unemployment insurance taxable wage base amount of \$17,600.

After originally publishing a 2026 state unemployment insurance taxable wage base amount of \$13,000, the New York Department of Labor subsequently revised the amount to \$17,600.

<https://dol.ny.gov/nys-45-quarterly-reporting>

Yonkers, New York (Z2) - A new table entry effective-dated 1/1/2026 includes withholding tax changes for the City of Yonkers, NY for wages paid on or after 01 January 2026, as published by the New York State Department of Taxation and Finance.

https://www.tax.ny.gov/pdf/publications/withholding/nys50_t_y.pdf

Ohio (OH) - A new table entry effective-dated 1/1/2026 includes Ohio withholding tax changes effective for wages paid on or after 01 January 2026. <https://tax.ohio.gov/business/employer-withholding>

Oklahoma (OK) - A new table entry effective-dated 1/1/2026 includes the following changes for 2026:

1. Oklahoma withholding tax changes effective for wages paid on or after 01 January 2026.

<https://oklahoma.gov/content/dam/ok/en/tax/documents/resources/publications/businesses/withholding-tables/WHTables-2026.pdf>

2. The Oklahoma state unemployment insurance taxable wage base decrease from \$28,200 to \$25,000. <https://oklahoma.gov/content/dam/ok/en/oesc/images/misc/Employer-Important-Numbers-2026.pdf>

Oregon (OR) - The table entry effective-dated 1/1/2026, which was delivered in Tax Update 25-D, includes the following changes for 2026:

1. Oregon withholding tax changes effective for wages paid on or after 01 January 2026.

https://www.oregon.gov/dor/forms/FormsPubs/withholding-tax-formulas_206-436_2026.pdf

2. The Oregon state unemployment insurance taxable wage base increase from \$54,300 to \$56,700. <https://www.oregon.gov/employ/businesses/pages/current-tax-rate.aspx#:~:text=The%20UI%20taxable%20wage%20base%20for%202026%20is%20%2456%2C700%20per%20employee.>

South Carolina (SC) - A new table entry effective-dated 1/1/2026 includes South Carolina withholding tax changes effective for wages paid on or after 01 January 2026.

https://dor.sc.gov/sites/dor/files/forms/WH1603F_2026.pdf

Utah (UT) - A new table entry effective-dated 1/1/2026 includes an increase in the Utah state unemployment insurance taxable wage base from \$48,900 to \$50,700.

<https://jobs.utah.gov/UI/Employer/Public/Questions/TaxRates.aspx>

Vermont (VT) - The table entry effective-dated 1/1/2026, which was delivered in Tax Update 25-D, is updated to include Vermont withholding tax changes effective for wages paid on or after 01 January 2026. <https://tax.vermont.gov/sites/tax/files/documents/GB-1210-2026.pdf>

Local Tax Table Changes

Pennsylvania Local Earned Income Tax – Table updates are delivered for Local Tax Table entries for Local Earned Income Taxes for which previously existing tax rates do not match the current information downloaded from the Pennsylvania website. All updates to Pennsylvania Local Earned Income Tax entries in the Local Tax Table delivered in this tax update are effective-dated 01/01/2026. https://apps.dced.pa.gov/munstats-public/ReportInformation2.aspx?report=EitWithCollector_Dyn_Excel&type=R

Pennsylvania Local Services Tax – Tax Update 26-A includes updates to Pennsylvania Local Services Tax entries in the Local Tax Table based on the December 15, 2025, update of the “Official Register” on the website maintained by the Commonwealth of Pennsylvania. All updates to Pennsylvania Local Services Tax entries in the Local Tax Table delivered in this tax update are effective dated 1/1/2026.

Garnishment Rule Changes

| State | Rule ID | EFFECTIVE DATE | ACTION |
|-------|--|----------------|--|
| \$U | LEVY/B LEVY/B/ADD LEVY/H LEVY/H/ADD LEVY/M LEVY/M/ADD LEVY/S LEVY/S/ADD | 01/01/2026 | Table entries containing the values used to calculate the amounts exempt from U.S. Federal tax levies in the year 2026 are added to the Garnishment Rules Table. http://www.irs.gov/pub/irs-pdf/p1494.pdf |
| AZ | LEVY/B LEVY/B/ADD LEVY/H LEVY/H/ADD LEVY/M LEVY/M/ADD LEVY/S LEVY/S/ADD | 01/01/2026 | Table entries containing the values used to calculate the amounts exempt from Arizona tax levies in the year 2026 are added to the Garnishment Rules Table based on the exemption values published in the 2026 update of IRS Pub. 1494. |
| MN | GENERAL | 01/01/2026 | A row is added to update the table entry for this garnishment rule to use the new Minnesota state minimum hourly wage of \$11.41 in the exemption calculation. Note: The Exemption Variables page has been updated for the graduated amounts. However, the steps on the Calculation Formula page do not reflect the graduated schedule. |

Employee State Tax Data for WA

Modifications have been made on Employee State Tax Data to update LTC Status value when UI Jurisdiction is selected and there is a state change to WA.

Prior to the modifications, when UI Jurisdiction was selected and there was a state change to WA, LTC Status value was not updated correctly.

Navigation

NavBar > Menu > Payroll for North America > Employee Pay Data USA > Tax Information > Update Employee Tax Data – State Tax Data

Image: Employee State Tax Data for WA

The screenshot displays the 'Employee State Tax Data for WA' form. At the top, there are three tabs: 'Federal Tax Data', 'State Tax Data' (which is highlighted with a red border), and 'Local Tax Data'. Below the tabs, the 'Person ID' is shown as a blacked-out field. The 'Tax Data' section includes a search bar, navigation buttons, and a 'View All' link. The 'Company' field is also blacked out, and the 'Effective Date' is '02/01/2026'. The 'State Information' section contains a search bar, navigation buttons, and a 'View All' link. The 'State' is set to 'WA' (Washington). The 'Resident' checkbox is checked, and the 'Non-Residency Statement Filed' checkbox is unchecked. The 'UI Jurisdiction' checkbox is checked, and the 'Exempt From SUI' checkbox is checked. The 'FLI Status' is 'Not Applicable', the 'MLI Status' is 'Not Applicable', and the 'LTC Status' is 'Subject'. The 'State Withholding Elements' section includes a search bar, navigation buttons, and a 'View All' link. The 'Special Withholding Tax Status' is 'None'. The 'Tax Status' is 'N'. The 'Withholding Allowances' is '0', the 'Additional Amount' is '\$0.00', the 'Additional Percentage' is '0.000', and the 'Additional Allowances' is '0'. There is a 'Lock-In Details' link at the bottom.

QRG

[Entering U.S. Employee Tax Data](#)

Minnesota UI

Tax Update 26-A introduces the ability to separately report and process the UI tax rate and the Workforce Development Assessment tax rate for Minnesota, which were previously combined due to both being based on the same taxable wages.

Effective 01 January 2026, employers who have currently entered a combined UI tax rate that includes both the UI tax rate and the Workforce Development Assessment tax rate of 0.1% on Company State Tax Table entries for Minnesota should reduce the UI tax rate entered on Company State Tax Table entries for Minnesota by 0.1% to exclude the Workforce Development Assessment, which will now be calculated and processed as a separate tax.

The following SQR programs have been updated to include the new "Unemployment - Other" tax class for Minnesota.

- Non-Commit Accounting Info (PAYGL01)
- Tax Deposit Summary (TAX001)
- State Tax Summary (CTC_T010)

Navigation

NavBar > Menu > Payroll for North America > Payroll Processing USA > Produce Payroll > Review Paycheck

Image: Review Paycheck, Taxes - MN UI prior to Tax Update 26-A.

| Taxes | | | | | | | |
|--------------------------------------|-------|----------|----------|---------------|-------------|---------------|------------|
| 1-8 of 8 View All | | | | | | | |
| Tax Details 1 Tax Details 2 Tax Tips | | | | | | | |
| Tax Entity | State | Resident | Locality | Locality Name | Tax Class | Taxable Gross | Tax Amount |
| US Federal | | | | | MED/EE | | |
| US Federal | | | | | Med/ER | | |
| US Federal | | | | | OASDI/EE | | |
| US Federal | | | | | OASDI/ER | | |
| US Federal | | | | | Withholding | | |
| State | MN | | | | UI - Spcl | | |
| State | MN | | | | Unempl ER | | |
| State | MN | Y | | | Withholding | | |

Image: Review Paycheck, Taxes - MN UI after Tax Update 26-A is deployed.

| Taxes | | | | | | | |
|---------------|-------|---------------|----------|---------------|-------------|---------------|------------|
| Tax Details 1 | | Tax Details 2 | | Tax Tips | | | |
| Tax Entity | State | Resident | Locality | Locality Name | Tax Class | Taxable Gross | Tax Amount |
| US Federal | | | | | MED/EE | | |
| US Federal | | | | | Med/ER | | |
| US Federal | | | | | OASDI/EE | | |
| US Federal | | | | | OASDI/ER | | |
| US Federal | | | | | Withholding | | |
| State | MN | | | | UI-Other | | |
| State | MN | | | | UI - Spcl | | |
| State | MN | | | | Unempl ER | | |
| State | MN | Y | | | Withholding | | |

QRG

[Viewing Paycheck Details](#)

Updated Message in Paylines

Tax Update 26-A modifies the message description for Payroll message catalog ID (2000, 57) to correct the spelling of the word 'earnings' in one of its occurrences within the message. This message appears in Payline Earnings to validate Earnings Begin and Earnings End dates.

Prior to the modification, the message description read: "Earnings Begin Date is later than Earnings End Date. Earnings Begin Date must be earlier than or equal to Earnings End Date. Change one or both dates," with 'earnings' misspelled as 'eearnings'.

Navigation

NavBar > Menu > Payroll for North America > Payroll Processing USA > Update Paysheets > By Payline Security

Image: Payline Earnings: Payroll Message (2000, 57)

OK to Pay All

Deselect All View Summary

Earnings

Addl Line Nbr 1

Separate Check

Reg Hours

Reg Rate Code

OT Rate Code

*Shift Not Applicable

*State WA

Locality

Earnings Begin 01/31/2026

Earnings End 01/15/2026

Additional Data

Other Earnings

2 of 2

Deposit

Reg Salary

Earnings End Date cannot be earlier than Earnings Begin Date. (2000,57)

Earnings Begin Date is later than Earnings End Date. Earnings Begin Date must be earlier than or equal to Earnings End Date.

Change one or both dates.

OK

QRG

N/A

2025 W-2C Form Functionality Changes

Multiple product updates have been delivered to support U.S. Form W-2C processing for tax year 2025.

QRG

[9.2 Enter W-2C in ctcLink.](#)

Employee Self Service

Federal Form W-4 PDF

Tax Update 26-A delivers an updated self-service PDF template for Federal Form W-4 to match the latest 2026 version published by the Internal Revenue Service.

Data validation has been added for Step 3 (a) to prevent submission of incorrect amounts for qualifying children. The following message will be issued:

“Attention: A validation error was detected with the data you entered. The information you entered has not been saved. Please correct the following entries and submit your data again.

Error: The amount entered for qualifying children must be in multiples of \$2,200. Enter the correct amount or remove it.

Return to the original entry form you submitted, correct the data in the indicated fields, and then select the Submit button again.”

Navigation

Employee Self Service > Payroll Tile > Tax Withholding

Image: 2026 Federal W-4 PDF Form

| | | | | | |
|--|---|---|-------------------------|---------------------------------------|---|
| Form W-4 Department of the Treasury Internal Revenue Service | | Employee's Withholding Certificate Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Give Form W-4 to your employer. Your withholding is subject to review by the IRS. | | OMB No. 1545-0074 2026 | |
| Step 1: Enter Personal Information | (a) First name and middle initial [REDACTED] | | Last name [REDACTED] | | (b) Social security number XXX-XX-[REDACTED] |
| | Address [REDACTED] | | | | Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov . |
| | City or town, state, and ZIP code [REDACTED] | | | | |
| | (c) <input type="radio"/> Single or Married filing separately <input checked="" type="radio"/> Married filing jointly or Qualifying surviving spouse <input type="radio"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.) | | | | |
| | Caution: To claim certain credits or deductions on your tax return, you (and/or your spouse if married filing jointly) are required to have a social security number valid for employment. See page 2 for more information. | | | | |
| TIP: Consider using the estimator at www.irs.gov/W4App to determine the most accurate withholding for the rest of the year if you: are completing this form after the beginning of the year; expect to work only part of the year; or have changes during the year in your marital status, number of jobs for you (and/or your spouse if married filing jointly), dependents, other income (not from jobs), deductions, or credits. Have your most recent pay stub(s) from this year available when using the estimator. At the beginning of next year, use the estimator again to recheck your withholding. | | | | | |
| Complete Steps 2–4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, and when to use the estimator at www.irs.gov/W4App . | | | | | |
| Step 2: Multiple Jobs or Spouse Works | | Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs. Do only one of the following. (a) Use the estimator at www.irs.gov/W4App for the most accurate withholding for this step (and Steps 3–4). If you or your spouse have self-employment income, use this option; or (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; or (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is generally more accurate than Step 2(b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, Step 2(b) is more accurate <input type="checkbox"/> | | | |
| Complete Steps 3–4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3–4(b) on the Form W-4 for the highest paying job.) | | | | | |
| Step 3: Claim Dependent and Other Credits | | If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly): (a) Multiply the number of qualifying children under age 17 by \$2,000 3(a) \$ [REDACTED] (b) Multiply the number of other dependents by \$500 3(b) \$ [REDACTED] Add the amounts from Steps 3(a) and 3(b), plus the amount for other credits. Enter the total here 3 \$ [REDACTED] | | | |
| Step 4: Other Adjustments | | (a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income 4(a) \$ [REDACTED] (b) Deductions. Use the Deductions Worksheet on page 4 to determine the amount of deductions you may claim, which will reduce your withholding. (If you skip this line, your withholding will be based on the standard deduction.) Enter the result here . . . 4(b) \$ [REDACTED] (c) Extra withholding. Enter any additional tax you want withheld each pay period . . 4(c) \$ [REDACTED] | | | |
| Exempt from withholding | | I claim exemption from withholding for 2026, and I certify that I meet both of the conditions for exemption for 2026. See <i>Exemption from withholding</i> on page 2. I understand I will need to submit a new Form W-4 for 2027 <input type="checkbox"/> | | | |
| Step 5: Sign Here | | Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete. [REDACTED] 2026-02-06 Employee's signature (This form is not valid unless you sign it.) Date | | | |
| Employers Only | | Employer's name and address Highline College 2400 South 240th Street Des Moines, WA 98198-2714 | | First date of employment 910752489 | Employer identification number (EIN) |
| For Privacy Act and Paperwork Reduction Act Notice, see page 4. Cat. No. 10220Q Form W-4 (2026) Created 12/8/25 | | | | | |
| Submit | | | | | |

Image: 2026 Federal W-4 PDF - Data validation message for Step 3 (a)

Attention: A validation error was detected with the data you entered. The information you entered has not been saved. Please correct the following entries and submit your data again.

Error: The amount entered for qualifying children must be in multiples of \$2,200. Enter the correct amount or remove it.

Return to the original entry form you submitted, correct the data in the indicated fields, and then select the Submit button again.

QRG

[9.2 ESS W-4 Withholding](#)

New Mexico W-4 PDF

The State of New Mexico does not have a unique withholding form. New Mexico withholding tax is calculated based on the information the employee provides on Federal Form W-4 (Employee's Withholding Allowance Certificate).

New Mexico will allow certain specific updates to employee's New Mexico withholding status (requesting an additional amount of New Mexico withholding tax or claiming exemption from New Mexico tax withholding) using a separate copy of Federal Form W-4.

A copy of the Federal W-4 will be presented to the employee to use for New Mexico purposes.

Navigation

Employee Self Service > Payroll Tile > Tax Withholding

Image: 2026 Federal W-4 PDF Form used for New Mexico

| | | | | | | | | | | | |
|---|---|---|---|--|--|---|---------|---|---|---------|------|
| Form W-4 Department of the Treasury Internal Revenue Service | Employee's Withholding Certificate Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Give Form W-4 to your employer. Your withholding is subject to review by the IRS. | OMB No. 1545-0074 <div style="border: 2px solid red; padding: 5px; font-size: 1.5em; font-weight: bold; margin-top: 10px;">2026</div> | | | | | | | | | |
| Step 1: Enter Personal Information | <table style="width: 100%;"> <tr> <td style="width: 45%;">(a) First name and middle initial [REDACTED]</td> <td style="width: 10%;">Last name [REDACTED]</td> <td style="width: 45%;">(b) Social security number [REDACTED]</td> </tr> <tr> <td colspan="2">Address [REDACTED]</td> <td rowspan="2" style="font-size: 0.8em;"> Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov. </td> </tr> <tr> <td colspan="2">City or town, state, and ZIP code [REDACTED], NM 87505-5772</td> </tr> </table> | | (a) First name and middle initial [REDACTED] | Last name [REDACTED] | (b) Social security number [REDACTED] | Address [REDACTED] | | Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov . | City or town, state, and ZIP code [REDACTED], NM 87505-5772 | | |
| (a) First name and middle initial [REDACTED] | Last name [REDACTED] | (b) Social security number [REDACTED] | | | | | | | | | |
| Address [REDACTED] | | Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov . | | | | | | | | | |
| City or town, state, and ZIP code [REDACTED], NM 87505-5772 | | | | | | | | | | | |
| | (c) <input checked="" type="radio"/> Single or Married filing separately <input type="radio"/> Married filing jointly or Qualifying surviving spouse <input type="radio"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.) Caution: To claim certain credits or deductions on your tax return, you (and/or your spouse if married filing jointly) are required to have a social security number valid for employment. See page 2 for more information. | | | | | | | | | | |
| <p>TIP: Consider using the estimator at www.irs.gov/W4App to determine the most accurate withholding for the rest of the year if you: are completing this form after the beginning of the year; expect to work only part of the year; or have changes during the year in your marital status, number of jobs for you (and/or your spouse if married filing jointly), dependents, other income (not from jobs), deductions, or credits. Have your most recent pay stub(s) from this year available when using the estimator. At the beginning of next year, use the estimator again to recheck your withholding.</p> <p>Complete Steps 2–4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, and when to use the estimator at www.irs.gov/W4App.</p> | | | | | | | | | | | |
| Step 2: Multiple Jobs or Spouse Works | Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs. Do only one of the following. (a) Use the estimator at www.irs.gov/W4App for the most accurate withholding for this step (and Steps 3–4). If you or your spouse have self-employment income, use this option; or (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; or (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is generally more accurate than Step 2(b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, Step 2(b) is more accurate. <input type="checkbox"/> | | | | | | | | | | |
| <p>Complete Steps 3–4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3–4(b) on the Form W-4 for the highest paying job.)</p> | | | | | | | | | | | |
| Step 3: Claim Dependent and Other Credits | If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly): <table style="width: 100%;"> <tr> <td style="width: 60%;">(a) Multiply the number of qualifying children under age 17 by \$2,000</td> <td style="width: 10%;">3(a) \$</td> <td style="width: 30%;"></td> </tr> <tr> <td>(b) Multiply the number of other dependents by \$500</td> <td>3(b) \$</td> <td></td> </tr> <tr> <td colspan="2">Add the amounts from Steps 3(a) and 3(b), plus the amount for other credits. Enter the total here</td> <td>3 \$</td> </tr> </table> | | (a) Multiply the number of qualifying children under age 17 by \$2,000 | 3(a) \$ | | (b) Multiply the number of other dependents by \$500 | 3(b) \$ | | Add the amounts from Steps 3(a) and 3(b), plus the amount for other credits. Enter the total here | | 3 \$ |
| (a) Multiply the number of qualifying children under age 17 by \$2,000 | 3(a) \$ | | | | | | | | | | |
| (b) Multiply the number of other dependents by \$500 | 3(b) \$ | | | | | | | | | | |
| Add the amounts from Steps 3(a) and 3(b), plus the amount for other credits. Enter the total here | | 3 \$ | | | | | | | | | |
| Step 4: Other Adjustments | <table style="width: 100%;"> <tr> <td style="width: 70%;">(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income</td> <td style="width: 10%;">4(a) \$</td> <td style="width: 20%;"></td> </tr> <tr> <td>(b) Deductions. Use the Deductions Worksheet on page 4 to determine the amount of deductions you may claim, which will reduce your withholding. (If you skip this line, your withholding will be based on the standard deduction.) Enter the result here</td> <td>4(b) \$</td> <td></td> </tr> <tr> <td>(c) Extra withholding. Enter any additional tax you want withheld each pay period</td> <td>4(c) \$</td> <td></td> </tr> </table> | | (a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income | 4(a) \$ | | (b) Deductions. Use the Deductions Worksheet on page 4 to determine the amount of deductions you may claim, which will reduce your withholding. (If you skip this line, your withholding will be based on the standard deduction.) Enter the result here | 4(b) \$ | | (c) Extra withholding. Enter any additional tax you want withheld each pay period | 4(c) \$ | |
| (a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income | 4(a) \$ | | | | | | | | | | |
| (b) Deductions. Use the Deductions Worksheet on page 4 to determine the amount of deductions you may claim, which will reduce your withholding. (If you skip this line, your withholding will be based on the standard deduction.) Enter the result here | 4(b) \$ | | | | | | | | | | |
| (c) Extra withholding. Enter any additional tax you want withheld each pay period | 4(c) \$ | | | | | | | | | | |
| Exempt from withholding | I claim exemption from withholding for 2026, and I certify that I meet both of the conditions for exemption for 2026. See <i>Exemption from withholding</i> on page 2. I understand I will need to submit a new Form W-4 for 2027. <input type="checkbox"/> | | | | | | | | | | |
| Step 5: Sign Here | Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> [REDACTED] Employee's signature (This form is not valid unless you sign it.) </div> <div style="width: 40%; text-align: right;"> 2026-02-06 Date </div> </div> | | | | | | | | | | |
| Employers Only | <table style="width: 100%;"> <tr> <td style="width: 40%;">Employer's name and address [REDACTED]</td> <td style="width: 20%;">First date of employment [REDACTED]</td> <td style="width: 40%;">Employer identification number (EIN) [REDACTED]</td> </tr> </table> | | Employer's name and address [REDACTED] | First date of employment [REDACTED] | Employer identification number (EIN) [REDACTED] | | | | | | |
| Employer's name and address [REDACTED] | First date of employment [REDACTED] | Employer identification number (EIN) [REDACTED] | | | | | | | | | |
| <div style="display: flex; justify-content: space-between; font-size: 0.8em;"> For Privacy Act and Paperwork Reduction Act Notice, see page 4. Cat. No. 10220Q Form W-4 (2026) Created 12/8/25 </div> <div style="text-align: right; margin-top: 5px;"> <div style="background-color: green; color: white; padding: 5px 15px; font-weight: bold; cursor: pointer;">Submit</div> </div> | | | | | | | | | | | |

QRG

[9.2 ESS W-4 Withholding](#)

Utah W-4 PDF

The State of Utah does not have a unique withholding form. Utah withholding tax is calculated based on the information the employee provides on Federal Form W-4 (Employee's Withholding Allowance Certificate).

Utah will allow certain specific updates to employee's New Mexico withholding status (requesting an additional amount of Utah withholding tax or claiming exemption from Utah tax withholding) using a separate copy of Federal Form W-4.

A copy of the Federal W-4 will be presented to the employee to use for Utah purposes.

Navigation

Employee Self Service > Payroll Tile > Tax Withholding

Image: 2026 Federal W-4 PDF Form used for Utah

| | | | | | | | | | | | | | | |
|---|--|---|--|--|--|-----------------------|---|---|---|--|---|------|----|------|
| Form W-4 Department of the Treasury Internal Revenue Service | Employee's Withholding Certificate Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Give Form W-4 to your employer. Your withholding is subject to review by the IRS. | OMB No. 1545-0074 <div style="font-size: 2em; font-weight: bold; margin-top: 10px;">2026</div> | | | | | | | | | | | | |
| Step 1: Enter Personal Information | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">(a) First name and middle initial [Redacted]</td> <td style="width: 20%;">Last name [Redacted]</td> <td style="width: 40%;">(b) Social security number [Redacted]</td> </tr> <tr> <td colspan="2">Address [Redacted]</td> <td rowspan="2" style="font-size: 0.8em;"> Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov. </td> </tr> <tr> <td colspan="2">City or town, state, and ZIP code [Redacted] UT 84044-1720</td> </tr> </table> | | (a) First name and middle initial [Redacted] | Last name [Redacted] | (b) Social security number [Redacted] | Address [Redacted] | | Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov . | City or town, state, and ZIP code [Redacted] UT 84044-1720 | | | | | |
| (a) First name and middle initial [Redacted] | Last name [Redacted] | (b) Social security number [Redacted] | | | | | | | | | | | | |
| Address [Redacted] | | Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov . | | | | | | | | | | | | |
| City or town, state, and ZIP code [Redacted] UT 84044-1720 | | | | | | | | | | | | | | |
| | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2"> (c) <input checked="" type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly or Qualifying surviving spouse <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.) </td> </tr> <tr> <td colspan="2" style="font-size: 0.8em;"> Caution: To claim certain credits or deductions on your tax return, you (and/or your spouse if married filing jointly) are required to have a social security number valid for employment. See page 2 for more information. </td> </tr> </table> | | (c) <input checked="" type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly or Qualifying surviving spouse <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.) | | Caution: To claim certain credits or deductions on your tax return, you (and/or your spouse if married filing jointly) are required to have a social security number valid for employment. See page 2 for more information. | | | | | | | | | |
| (c) <input checked="" type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly or Qualifying surviving spouse <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.) | | | | | | | | | | | | | | |
| Caution: To claim certain credits or deductions on your tax return, you (and/or your spouse if married filing jointly) are required to have a social security number valid for employment. See page 2 for more information. | | | | | | | | | | | | | | |
| <p>TIP: Consider using the estimator at www.irs.gov/W4App to determine the most accurate withholding for the rest of the year if you: are completing this form after the beginning of the year; expect to work only part of the year; or have changes during the year in your marital status, number of jobs for you (and/or your spouse if married filing jointly), dependents, other income (not from jobs), deductions, or credits. Have your most recent pay stub(s) from this year available when using the estimator. At the beginning of next year, use the estimator again to recheck your withholding.</p> <p>Complete Steps 2–4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, and when to use the estimator at www.irs.gov/W4App.</p> | | | | | | | | | | | | | | |
| Step 2: Multiple Jobs or Spouse Works | Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs. Do only one of the following. (a) Use the estimator at www.irs.gov/W4App for the most accurate withholding for this step (and Steps 3–4). If you or your spouse have self-employment income, use this option; or (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; or (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is generally more accurate than Step 2(b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, Step 2(b) is more accurate. <input type="checkbox"/> | | | | | | | | | | | | | |
| <p>Complete Steps 3–4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3–4(b) on the Form W-4 for the highest paying job.)</p> | | | | | | | | | | | | | | |
| Step 3: Claim Dependent and Other Credits | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"> If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly): (a) Multiply the number of qualifying children under age 17 by \$2,200 </td> <td style="width: 10%; text-align: center;">3(a)</td> <td style="width: 10%; text-align: center;">\$</td> <td style="width: 20%;"></td> </tr> <tr> <td> (b) Multiply the number of other dependents by \$500 </td> <td style="text-align: center;">3(b)</td> <td style="text-align: center;">\$</td> <td></td> </tr> <tr> <td colspan="3"> Add the amounts from Steps 3(a) and 3(b), plus the amount for other credits. Enter the total here </td> <td style="text-align: center;">3 \$</td> </tr> </table> | | If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly): (a) Multiply the number of qualifying children under age 17 by \$2,200 | 3(a) | \$ | | (b) Multiply the number of other dependents by \$500 | 3(b) | \$ | | Add the amounts from Steps 3(a) and 3(b), plus the amount for other credits. Enter the total here | | | 3 \$ |
| If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly): (a) Multiply the number of qualifying children under age 17 by \$2,200 | 3(a) | \$ | | | | | | | | | | | | |
| (b) Multiply the number of other dependents by \$500 | 3(b) | \$ | | | | | | | | | | | | |
| Add the amounts from Steps 3(a) and 3(b), plus the amount for other credits. Enter the total here | | | 3 \$ | | | | | | | | | | | |
| Step 4: Other Adjustments | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"> (a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income </td> <td style="width: 10%; text-align: center;">4(a)</td> <td style="width: 10%; text-align: center;">\$</td> <td style="width: 20%;"></td> </tr> <tr> <td> (b) Deductions. Use the Deductions Worksheet on page 4 to determine the amount of deductions you may claim, which will reduce your withholding. (If you skip this line, your withholding will be based on the standard deduction.) Enter the result here . . . </td> <td style="text-align: center;">4(b)</td> <td style="text-align: center;">\$</td> <td></td> </tr> <tr> <td> (c) Extra withholding. Enter any additional tax you want withheld each pay period . . </td> <td style="text-align: center;">4(c)</td> <td style="text-align: center;">\$</td> <td></td> </tr> </table> | | (a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income | 4(a) | \$ | | (b) Deductions. Use the Deductions Worksheet on page 4 to determine the amount of deductions you may claim, which will reduce your withholding. (If you skip this line, your withholding will be based on the standard deduction.) Enter the result here . . . | 4(b) | \$ | | (c) Extra withholding. Enter any additional tax you want withheld each pay period . . | 4(c) | \$ | |
| (a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income | 4(a) | \$ | | | | | | | | | | | | |
| (b) Deductions. Use the Deductions Worksheet on page 4 to determine the amount of deductions you may claim, which will reduce your withholding. (If you skip this line, your withholding will be based on the standard deduction.) Enter the result here . . . | 4(b) | \$ | | | | | | | | | | | | |
| (c) Extra withholding. Enter any additional tax you want withheld each pay period . . | 4(c) | \$ | | | | | | | | | | | | |
| Exempt from withholding | I claim exemption from withholding for 2026, and I certify that I meet both of the conditions for exemption for 2026. See <i>Exemption from withholding</i> on page 2. I understand I will need to submit a new Form W-4 for 2027. <input type="checkbox"/> | | | | | | | | | | | | | |
| Step 5: Sign Here | Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> [Redacted Signature] Employee's signature (This form is not valid unless you sign it.) </div> <div style="width: 40%; text-align: right;"> 2026-02-10 Date </div> </div> | | | | | | | | | | | | | |
| Employers Only | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Employer's name and address [Redacted]</td> <td style="width: 20%;">First date of employment [Redacted]</td> <td style="width: 40%;">Employer identification number (EIN) [Redacted]</td> </tr> </table> | | Employer's name and address [Redacted] | First date of employment [Redacted] | Employer identification number (EIN) [Redacted] | | | | | | | | | |
| Employer's name and address [Redacted] | First date of employment [Redacted] | Employer identification number (EIN) [Redacted] | | | | | | | | | | | | |
| For Privacy Act and Paperwork Reduction Act Notice, see page 4. Cat. No. 10220Q Form W-4 (2026) Created 12/8/25 | | | | | | | | | | | | | | |
| <div style="background-color: green; color: white; padding: 5px 15px; display: inline-block;">Submit</div> | | | | | | | | | | | | | | |

1042-S Reporting

Year-End Form 1042-S Processing

PeopleSoft Payroll for North America supports Public Sector & Higher Education employers in the year-end reporting of income paid to and tax withheld from non-resident alien employees during the year on Form 1042-S.

Employers are required to produce the following forms annually:

- Form 1042-S (Foreign Person's U.S. Source Income Subject to Withholding) for each non-resident alien.
- Form 1042 (Annual Withholding Tax Return for U.S. Source Income of Foreign Persons), which is a summary of the Form 1042-S forms submitted.

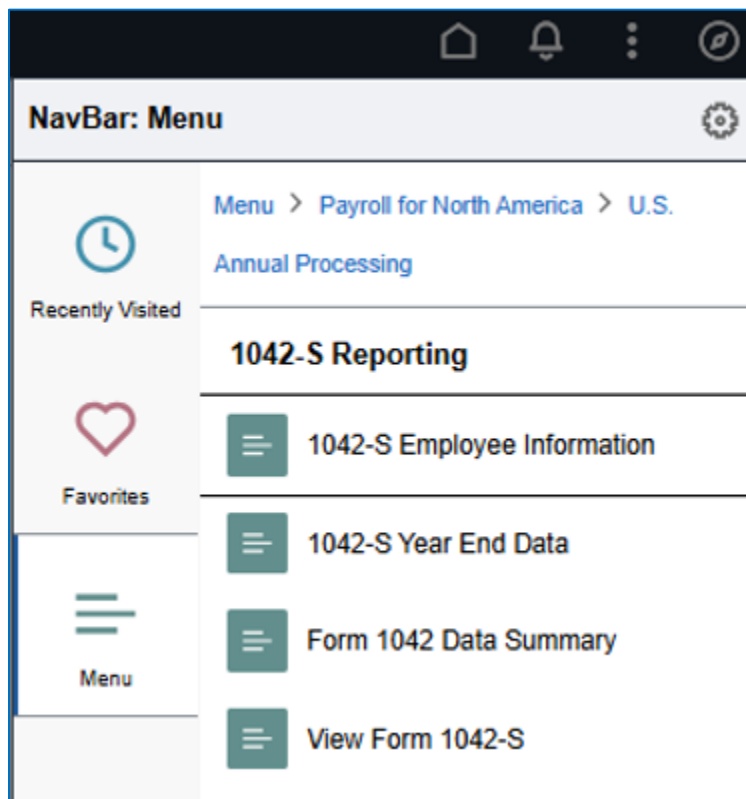
After Tax Update 26-A is deployed, the following functionalities will be available to Payroll Administrators:

- 1042-S Employee Information
- 1042-S Year-End Data
- Form 1042-S Data Summary
- View Form 1042-S

Navigation

NavBar > Menu > Payroll for North America > U.S. Annual Processing > 1042-S Reporting

Image: 1042-S Reporting - menu items available to Payroll Administrators



QRG

N/A

1042-S Employee Information

1042-S Employee Information functionality allows the administrator to review or amend employee information details that will be included in Form 1042-S records.

Note: Changes made using the Amend Data feature on this page will be over-written (lost) if the Load 1042-S Year End Data process (TAX951LD) is subsequently re-run. TAX951LD will be run globally by SBCTC for all colleges.

Navigation

NavBar > Menu > Payroll for North America > U.S. Annual Processing > 1042-S Reporting > 1042-S Employee Information

Image: 1042-S Employee Information

1042-S Employee Information

Tax Year 2025

Empl ID [REDACTED] [REDACTED]

Show History

Amend Data

Employee Information Details

Q

|<

<

1 of 1

>

>|

View All

Sequence Number 1

Name [REDACTED]

Country USA United States

Address Line 1 [REDACTED]

Address Line 2

Address Line 3

Address Line 4

City [REDACTED]

State WA Washington

Postal Code 99216-3743

National ID [REDACTED]

Taxpayer ID Number [REDACTED]

Last Updated By

Last Update Timestamp

Save

Return to Search

Previous in List

Next in List

Notify

QRG

[Review 1042-S Employee Information](#)

1042-S Year End Data

1042-S Year End Data functionality allows the administrator to review or amend employee 1042-S details that will be included in Form 1042-S records.

Note: A separate Form 1042-S record with a different Unique Form Identifier is created for each different Income Code/Tax Rate combination. Changing either the Income Code or Tax Rate requires transferring the data to a new Form 1042-S record. Changes made using the Transfer Data feature on this page will be over-written (lost) if the Load 1042-S Year End Data process (TAX951LD) is subsequently re-run. TAX951LD will be run globally by SBCTC for all colleges.

Navigation

NavBar > Menu > Payroll for North America > U.S. Annual Processing > 1042-S Reporting > 1042-S

Image: 1042-S Year End Data – Search page

23

Image: 1042-S Year End Data – Employee 1042-S record

1042-S Year End Data

New Window | Help | Personalize Page

Tax Year2025

Unique Form Identifier9

Empl ID

Company

CountryPHL

Income Code18

Tax Rate0.0000000000

Review Company Information

Review Transmitter Information

Philippines

Dependent Personal Services

Income Code and Tax Rate

Transfer Data

Transfer To

New Income CodeNew Tax Rate

Confirm Transfer

Show HistoryAmend Data

1042-S Details

1-1 of 1

View All

StatusBox 1-11Box 17a-17c

| Amendment Number | Process Status | Review Warnings | 1042-S File Number | Last Updated By | Updated On | Review Recipient Information |
|------------------|----------------|-----------------|--------------------|-----------------|------------|------------------------------|
| | Initial Load | Review Warnings | | | | Review Recipient Information |

SaveReturn to SearchPrevious in ListNext in ListNotify

QRG

[1042-S Year End Data](#)

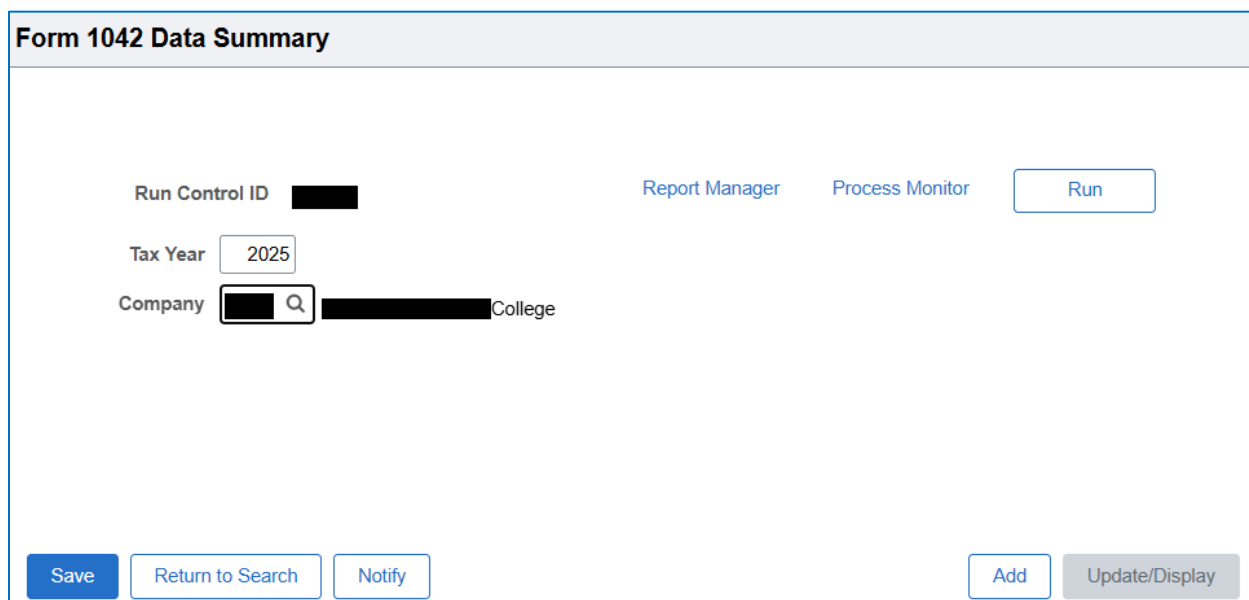
Form 1042-S Data Summary

Form 1042-S Data Summary (TAX955) produces the Form 1042 Tax Liability Data report. The report lists a summary of tax liability totals by deposit period in the tax year for a Company.

Navigation

NavBar > Menu > Payroll for North America > U.S. Annual Processing > 1042-S Reporting > Form 1042-S Data Summary

Image: Form 1042-S Data Summary – Run Control page



The image shows a web application interface titled "Form 1042 Data Summary". It features a header bar with the title. Below the header, there are several input fields and buttons. On the left, there is a "Run Control ID" field with a blacked-out value, a "Tax Year" dropdown menu set to "2025", and a "Company" field with a search icon and a blacked-out value followed by the word "College". To the right of these fields are two links: "Report Manager" and "Process Monitor", and a "Run" button. At the bottom of the form, there are five buttons: "Save", "Return to Search", "Notify", "Add", and "Update/Display".

QRG

[Run the TAX955 - Form 1042 Data Summary Report](#)

View Form 1042-S

View Form 1042-S allows the Payroll Administrators to view employees' forms for information inquiry or printing purposes. 1042-S Forms are displayed by year. Clicking on "Year End Form" will open the 1042-S PDF form. The filing instructions are attached for each form.

Note: Employee's Form 1042-S becomes available after the process Create 1042-S PDF/File (PYE1042) has been run. PYE1042 will be run globally by SBCTC for all colleges.

Navigation

NavBar > Menu > Payroll for North America > U.S. Annual Processing > 1042-S Reporting > View Form 1042-S


Image: View Form 1042-S – Two forms issued, one per income code.

View Form 1042-S

Review your available Form 1042-S. Select the year end form that you would like to review.

[View a Different Tax Year](#)

Select Year End Form



1-2 of 2

| Tax Year | Reporting Company | Tax Form ID | Issue Date | Type | Income Code | Description | Tax Rate | Year End Form | Filing Instructions | Final Run |
|----------|-------------------|-------------|------------|----------|-------------|-----------------------------|----------|-------------------------------|-------------------------------------|--------------------------|
| 2025 | | 1042-S | 02/09/2026 | Original | 18 | Dependent Personal Services | 0.00 | Year End Form | Filing Instructions | <input type="checkbox"/> |
| 2025 | | 1042-S | 02/09/2026 | Original | 20 | Studying and Training | 0.00 | Year End Form | Filing Instructions | <input type="checkbox"/> |

[Return to Search](#)

QRG

N/A



Content is licensed under a Creative Commons Attribution 4.0 International License, unless noted otherwise.

Washington State Board for Community and Technical Colleges