

University of Wisconsin Processing Center
Annual Domestic Tax Renewals/Expirations--2009

Action Date	Tax Status	Info on W4EN	Expiration Date	Process if New Form Filed	Explanation & Processing Required
12/23/2008	Exempt	'T9' for State or Federal Tax Exemptions if new W-4 is filed	'T8' expires 2/15/2009	For the new calendar year enter exempt 'T9' beginning on the date in the Action Date column.	If no new W-4 form is filed, the 'T8' is automatically removed and tax status reverts to 'S' or 'M' with '0' exemptions as of the Expiration Date column. Automated Process
12/23/2008 through 12/26/2008	IRS W-5-- Employees claiming Earned Income Credit	EIC-'S' or EIC-'X' or EIC-'M'	12/31/2008	Review form for eligibility and enter 'S', 'X' or 'M' in EIC field	If no new IRS W-5 form is filed, manually remove the 'S', 'X' or 'M' on the dates indicated in column 1 by entering an asterisk in the EIC field. Also The tax status should remain the same as indicated on the last W-4 form that was filed by the employee. Manual Process
12/23/2008 through 12/26/2008	WI W-200-- Employees who prepaid their Wisconsin State Tax and filed W-200	'99' State Tax Exemptions	12/31/2008	Enter '99' in the State Exemption field.	If no new WI W-200 form is filed, manually change the '99' to '00' in the State Number of Exemptions field between the last payroll calculated for the current calendar year and the first payroll calculated for the new calendar year. For year 2009, you must make the change on the dates indicated in Action Date column. The tax status can remain the same, S or M. Or Enter information from previously filed W-4, if it is something other than EXEMPT status. Manual Process
1/24/2009	"MI, KY, IN, IL, M9" on W4EN State exemption record. No tax is withheld or reported to the State of Wisconsin.	"MI, KY, IN, IL, M9" for WI State Tax exemptions only.	WI W-222 expires on 1/31/2009 for Minnesota residents only.	Enter 'M9' in record if new W-222 is filed starting 12/23/2008	Non-residents from reciprocal states and non-residents of Wisconsin performing UW work outside of Wisconsin are not required to pay Wisconsin taxes. If a Minnesota Resident does not complete a new WI Form W-222 for the new calendar year, the 'M8" will be changed to '00' exemptions automatically in the State Number of Exemptions field on W4EN before the first payroll calculated with a paydate of February 1. For year 2009 enter the information by the date indicated in the Action Date column. Also The State tax status can remain the same, 'S' or 'M'. There is no need to change the codes of MI, KY, IN or IL, unless the employee moves from that State.
4/17/2009 through 4/23/2009	WI WT-4A filers	'99' State Tax Exemptions, plus flat dollar amount of additional State withholding	4/30/2009, unless otherwise noted on form	Enter '99' exemptions and an additional flat dollar amount of withholding for state tax.	If no new WI WT-4A form, change the '99' to '00' State exemptions before the first payroll calculated with a paydate of May 1. For year 2009 you must make the change on the dates indicated in Action Date column. The tax status can remain the same at 'S' or 'M'. Or Enter information from previously filed W-4, if it is something other than EXEMPT status. Manual Process
Date on IRS Form 673 or new W-4, whichever date is first	US Citizen Performing UW work and residing outside USA	'99' for State and Federal Tax Exemptions	IRS Form 673 effective until expiration date indicated on Form 673 or when a new W-4 is filed, whichever date is first.	Enter '99' in State and Federal Exemptions field, if IRS Form 673 is filed.	Review expiration date of IRS Form 673 that is on file. If IRS Form 673 has expired a new form must be submitted. Upon return to the United States, employee must complete a new W-4. Manual Process