Objective:
To update the PPS online W4/DE4 template for calendar year 2011

Project Type:
Update the W4/DE4 template to correspond to the effective date of online tax withholding allowance transactions and to include language regarding the Service Member Civil Relief Act under section III “Exemption from Tax Withholding.”

Requested by: Payroll Coordination and Tax Services

Analyst:
Business analyst: Marcia Johnson
Requirements analyst:

Urgency:
Date mandated.

Implementation Deadline:
For use by campuses for Forms W4/DE4 that are processed beginning 1/1/2011.
Statement of Business Need:

The Payroll/Personnel System (PPS) contains a template of the 2010 W4/DE4 form for tax withholding. The template is used to produce a facsimile copy of a W4 or DE4 for a given year using data in the History Database (HDB). The History Reporting Screen (IHTX) is used to select the desired year and form and the user can email a copy of the form, and then print it. The template needs to be changed for transactions that are processed for the year 2011. The template also must include under Section III “Exemption From Tax Withholding” information regarding California Exemption under the Service Member Civil Relief Act.

Background:

Data elements:  EDB0338 – W4 Process Date
               EDB0339 – DE4 Process Date

The process date is tied to the year of the template. If the process date = 1/1/11 or later, the 2011 template is to be used.

Current Process:

The template contains references to the year 2010.

Proposed Process:

Change the 2010 references on the template to 2011.

Add the following under Section III “Exemption from Tax Withholding”

3. I certify under penalty of perjury that I am not subject to California withholding because I meet the conditions set forth under the Service Member Civil Relief Act, as amended by the Military Spouses Residency Relief Act. (See page 2 of DE4). Write “California Exempt” in first box to right.

See attached sample form.

Processing Considerations:

These changes should be made available to campuses as soon as possible so that they can print a W4/DE4 form for changes made in 2011.
Attachment A

UC W-4/DE4 UNIVERSITY OF CALIFORNIA EMPLOYEE'S FEDERAL-STATE WITHHOLDING ALLOWANCE CERTIFICATE 2011 **

NAME (LAST, FIRST, MIDDLE) EMPLOYEE NUMBER
PRESIDENT, EXEC 000000001
HOME ADDRESS (NUMBER & STREET OR RURAL ROUTE) SOCIAL SECURITY NUMBER
1440 FILMORE STREET 552-14-001
CITY OR TOWN, STATE AND ZIP CODE BIRTHDATE
SAN FRANCISCO CA 94115 02/01/45

If your name differs from that on your social security card, check here. You must call 1-800-772-1213 for a new card.

I. FEDERAL TAX FILING STATUS AND ALLOWANCES

1. Marital Status (Note: If married, but legally separated, or spouse is a nonresident alien, enter “S” for single.) Enter only one code: S, Single or M, Married but wish to withhold at higher single rate, or M, Married

2. Personal Allowances - Total number of allowances you are claiming (see W-4 worksheets). If you are claiming exemption from Federal tax withholding, complete Section III below.

II. STATE TAX FILING STATUS AND ALLOWANCES

1. Marital Status Enter only one code: S, Single or M, Married (with two or more incomes), H, Head of Household

2. Regular Withholding Allowances - Number of allowances you are claiming for this job from Worksheet A, Regular Withholding Allowance (see DE4 worksheets). OR
   If you are exempt from California income tax because you are a nonresident of the State of California and are earning compensation while located outside the State, enter “99” in the box to the far right.
   Complete and attach the Out-of-State Withholding form, URAY830.

3. Additional Withholding Allowances - Number of allowances from Worksheet B, Estimated Deductions (see DE4 worksheets).

III. EXEMPTION FROM TAX WITHHOLDING (NONRESIDENT ALIENS DO NOT COMPLETE THIS SECTION)

I claim exemption from Federal and State withholding for 2011 and I certify that I meet BOTH of the following conditions for exemption:

1. Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability; AND:

2. This year I expect a refund of ALL income tax withheld because I expect to have NO tax liability. (If you claim exemption from withholding, it will automatically expire on February 15 of next year unless you file a new UC W-4/DE4 on or before February 15, of next year.)

If you meet BOTH conditions, enter "EXEMPT" here

I certify under penalty of perjury that I am not subject to California withholding because I meet the conditions set forth under the Service Member Civil Relief Act, as amended by the Military Spouses Residency Relief Act. (See page 4 of DE4) Write "California Exempt" here
IV. ADDITIONAL TAX WITHHOLDING

Additional amount, if any, you want deducted each month. Completion of this section is optional. NONRESIDENT ALIENS--REFER TO INSTRUCTIONS ON NEXT PAGE.

1. ADDITIONAL FEDERAL TAX WITHHOLDING (Enter additional MONTHLY amount in box to far right OR to Cancel additional amount, enter "**" in box to far right.)

   100.00*

   CHECK APPROPRIATE BOX-->
   NEW  CHANGE  CANCEL

2. ADDITIONAL STATE TAX WITHHOLDING (Enter additional MONTHLY amount in box to far right OR to Cancel additional amount, enter "**" in the box to far right.)

   50.00*

   CHECK APPROPRIATE BOX-->
   NEW  CHANGE  CANCEL

Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

CERTIFICATION: Under penalties of perjury, I certify that the number of withholding allowances claimed on this certificate does not exceed the number to which I am entitled or, if claiming exemption from withholding, that I am entitled to claim the exempt status. I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

EMPLOYEE'S SIGNATURE: PP801/04/11PAYJXO          PROCESS DATE: 01/04/11

EMPLOYER’S CERTIFICATION: To the best of the University’s knowledge, this electronic form W-4/DE4 was filed by the named employee; OR an original paper form is on file in the Office of Record.

* Indicates changed data

** RETN 3 YEARS AFTER EMPLOYEE TERMINATES

*** FOR PRIVACY NOTIFICATIONS SEE REVERSE SIDE OF THIS PAGE

"THIS IS AN ELECTRONIC VERSION OF THE FIRST PAGE OF FORM UC W-4/DE4. REFERENCE TO INSTRUCTIONS, WORKSHEETS, OR PRIVACY NOTIFICATIONS INDICATED ON THIS ELECTRONIC FORM MAY BE OBTAINED FROM THE ACTUAL PAPER FORM BY CONTACTING YOUR DEPARTMENTAL ASSISTANT OR PAYROLL OFFICE."
SERVICE REQUEST
SR83154
DURC 1601SS (R 01/06)

DATE: 10/19/10
ESTIMATE DUE: YES

PAYROLL COORDINATION

Michael O'Neill
PAYROLL

Marcia Johnson
PAYROLL

RETRIEVAL/PRODUCTION RUN

2011 W-2/DDE Template

PRODUCTION RUN

RETRIEVAL/PRODUCTION RUN

DISTRIBUTION OF OUTPUT INSTRUCTIONS FOR RETRIEVAL REQUESTS, PAYROLL STAFF JOURNAL (ONLY IF APPLICABLE)

PAYROLL CONTROL

APPROVAL TO PROCEED

http://hrb.fmfsa.ucop.edu/fmi/iwp/cgi?hidestatus=

10/19/2010