

PERCENTAGE METHOD FOR EMPLOYEE WITHHOLDING

Use these instructions to calculate employee withholding using the percentage method.

- (1) Subtract from the taxable wages the applicable standard deduction as indicated in column (1)-(3) of Table E.
- (2) Subtract from the amount arrived at in (1) the appropriate amount of personal allowance as set out in column (4) – (6) of Table E.
- (3) If employees claim dependents other than themselves and/or their spouses, subtract from the amount arrived at in (2) the appropriate dependent amount as set out in column (7) of Table E.
- (4) Determine the amount of tax to be withheld from the applicable payroll line in Tables F, G, or H.
- (5) If zero exemption is claimed, subtract the standard deduction only.

TABLE E

STANDARD DEDUCTION				PERSONAL ALLOWANCE			
	(1) Married Filing Joint	(2) Single or Head of Household	(3) Married Filing separate	(4) Married Filing Joint	(5) Single or Head of Household	(6) Married Filing Separate	(7) Dependent Allowance
Weekly	136.54	103.85	68.27	142.30	51.92	71.15	57.50
Bi-weekly	273.08	207.69	136.54	284.62	103.85	142.30	115.00
Semi-monthly	295.83	225.00	147.92	308.33	112.50	154.16	125.00
Monthly	591.67	450.00	295.83	616.67	225.00	308.33	250.00
Quarterly	1,775.00	1,350.00	887.50	1,850.00	675.00	925.00	750.00
Semi-annual	3,550.00	2,700.00	1,775.00	3,700.00	1,350.00	1,850.00	1,500.00
Annual	7,100.00	5,400.00	3,550.00	7,400.00	2,700.00	3,700.00	3,000.00
Daily (misc.)	19.45	14.79	9.73	20.27	7.40	10.14	8.20

NOTE: Married couples, both having income, should use the standard deduction allowed in column (3) of Table E and, provided both desire to claim their portion of the personal allowance, should use column (5) of Table E. The amounts in column (7) are for each dependent allowance claimed.

NOTE: A married couple filing joint with one spouse working and who only claims 1 allowance should use column (6) for the personal allowance.

EXAMPLE:

A married person on a semi-monthly payroll is paid \$920.83. The person's spouse does not work. The person has in effect a state withholding exemption certificate properly claiming the person, the person's spouse and one child. Under the percentage method the following steps are taken to compute the state withholding tax:

Step 1: Total Taxable Wages		\$920.83
Less Standard Deduction	\$295.83 per Table E (1)	<u>295.83</u>
Step 2: (a) Less Personal Allowance per Table E (4)		308.33
(b) Less Dependent Allowance per Table E (7) \$125.00 x 1		<u>125.00</u>
Total allowances		<u>433.33</u>
Wages subject to withholding		191.67
Step 3: Tax on 125.00 per Table F (semi-monthly line)		2.08
Tax on excess (66.67 at 3%)		<u>2.00</u>
Total tax to be withheld		4.08

NOTE: Skip Step 2(b) if employee does not claim children or additional allowances.

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R Barnett



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