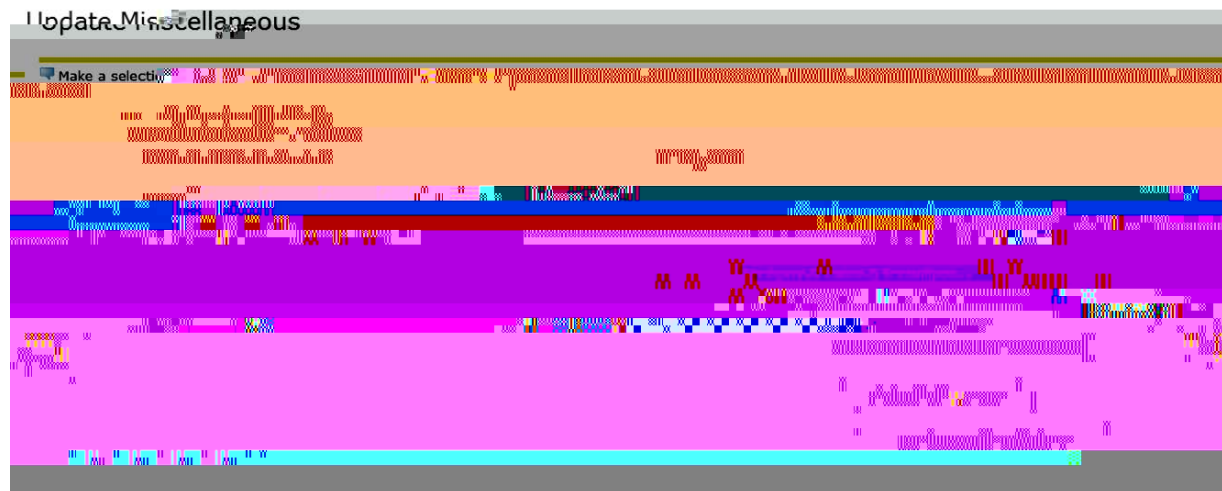


How to **SET UP** a new state income tax withholding deduction in WISE. Please note, if you already have a state income tax withholding deduction set up, you will need to inactivate the existing deduction before activating a new deduction. Please see instructions to **UPDATE** an existing state income tax deduction below. Step 6.c.i. addresses this scenario.

1. Login to WISE (<https://wise.unh.edu/>)
2. Click on "Employee Services"
3. Click on "Federal and State Income Tax Withholding, Benefits and Deductions"
4. Click on "Federal and State Income Tax Withholding"
5. Click on "Add a New Benefit or Deduction"
6. Select the state for which you would like to set up income tax withholding by clicking the radio button under "My Choice." Click "Select Benefit."
7. On the "Update Miscellaneous" screen, enter your elections as appropriate:
 - a. To begin state income tax withholding, **Status** of 'Active' should be selected.
 - b. Enter the effective date of the change. This date must be after the date you were last paid, which will be displayed on the screen.
 - c. Select the appropriate **Filing Status** from the drop down menu.
 - i. Tax residents of Massachusetts should keep the following in mind when selecting Massachusetts filing status and number of exemptions:
 - If a filing status of '0' is elected, the number of exemptions must be zero.
 - If a filing status of '1' is elected, the number of exemptions must be one or more.
 - If a filing status of 'H' is elected, the number of exemptions must be one or more.
 - ii. Tax residents of Massachusetts who complete the 'Blind' option should:
 - Enter zero or leave the field blank if they do not qualify for the blindness exemption.
 - If you OR your spouse qualify for the blindness exemption, enter 1 in this field. field. d. Enter the number of exemptions entry.
 - d. Enter the number of exemptions entry.
 - e. Enter the additional amount you would like to have withheld each pay period



6. On the "Update Miscellaneous" screen, update your elections as appropriate:
 - a. To continue state income tax withholding, a **Status** of 'Active' should be selected.
 - b. To terminate withholding in the selected state, a **Status** of 'Inactive' should be selected.
 - c. Enter the effective date of the change. This date must be after the date you were last paid, which will be displayed on the screen.
 - i. If you are making your current state deduction 'Inactive' and adding another state deduction code, the effective date of the 'Inactive' record will need to be before the effective date of the new state deduction.
 - d. If the deduction will continue to be 'Active,' select the appropriate **Filing Status** from the drop down menu.