

HOURLY EMPLOYEE STATE TAX WITHHOLDING SHEET

Payroll Division Record

COMPANY NAME:

EMPLOYEE NAME:

EMPLOYEE ID / SSN:

PAY PERIOD ENDING:

STATE OF EMPLOYMENT:

STATE TAX ID NUMBER:

STATE WITHHOLDING ELECTION DETAILS

STATE FILING STATUS:

TOTAL STATE ALLOWANCES:

ADDITIONAL STATE WITHHOLDING (\$):

STATE TAX EXEMPT STATUS:

HOURLY PAYROLL & STATE TAX CALCULATION

DATE/ PERIOD	HOURS WORKED	HOURLY RATE	GROSS PAY	PRE-TAX DEDUCT.	STATE TAXABLE	STATE TAX RATE	STATE TAX WITHHELD	NET PAY
TOTALS		-				-		

EMPLOYEE SIGNATURE:

DATE:

AUTHORIZED PAYROLL SIGNATURE:

DATE:

Notes: Use this form to compute and record the specific state income tax withholding for hourly personnel. Calculations must align with the current year's state withholding formulas, allowances, and tax tables corresponding to the worker's specified resident or non-resident status. Keep this record in the employee's payroll file for auditing purposes.