

CONTENT AREA

Arizona Withholding Percentage Election

ISSUE/QUESTION

Where can employees find information on selecting the appropriate withholding option and how to submit the Arizona Withholding Percentage Election (A-4) form?

ANSWER

There will be changes in how Arizona taxes are calculated. These changes affect not only the rate of withholding from employee paychecks, but also the calculations. All employees are encouraged to use the tools and information that are now available on the YES website

([click here \(http://www.hr.az.gov/State_Employee/PDF/News_A4calculator.xls\)](http://www.hr.az.gov/State_Employee/PDF/News_A4calculator.xls)) which can help guide employees in selecting the appropriate withholding option for each particular situation.

Employees will now have two options to complete the new Arizona Withholding Percentage Election (Form A-4) that is required by law for wages paid after June 30, 2010. Employees can submit the form on paper or electronically via the YES website.

Paper Form

Employees still have the option to submit a completed paper Form A-4 (available by [clicking here \(http://www.hr.az.gov/State_Employee/PDF/News_AZTaxForm.pdf\)](http://www.hr.az.gov/State_Employee/PDF/News_AZTaxForm.pdf)) or from your Agency Payroll or Personnel Office. If a paper form is submitted, it must be received by June 15, 2010, in your Agency Payroll or Personnel Office. This will allow time for data entry and processing into the payroll system.

OR

Electronic Submission

Employees now also have the option to submit a completed electronic Form A-4 online via the YES Website. If an electronic form is submitted, it must be entered into the system by close of business on June 25, 2010.

To access the Form A-4 via YES, the following steps will need to be completed:

1. Login to the YES Website (<http://www.yes.az.gov> (<http://www.yes.az.gov/>))
2. Click on the "Pay" link on the left menu
3. Click on "Tax Withholding"
4. Click on the "State Withholding - (Starting 7/1/2010)" link.

An electronic submission of a Form A-4 will override any previously submitted paper Form A-4.

ISSUED

June 2, 2010