

For information, call:

(800) 972-7660 toll-free (208) 334-7660 in the Boise area TDD: (800) 377-3529 (Hearing Impaired)

Boise

800 Park Blvd., Plaza IV

Coeur d'Alene

1910 Northwest Blvd., Suite 100

Idaho Falls

150 Shoup Ave., Suite 16

Lewiston

1118 F St.

Pocatello

611 Wilson Ave., Suite 5

Twin Falls

440 Falls Ave.

A Guide to Idaho Income Tax Withholding



Important Agencies for Employers

Internal Revenue Service

Federal Tax Withholding, FUTA, FICA, IRS Publication 15, Circular E, Employer's Tax Guide

www.irs.gov

Boise office: 550 W. Fort St., Boise ID 83724

(800) 829-4933

Idaho Department of Labor

labor.idaho.gov

Boise office: 317 W. Main St., Boise ID 83735

(800) 448-2977 toll-free or (208) 332-3576 in the Boise area (Employer Services)

(208) 332-3579 (Wage payment labor law issues)

(208) 332-3570 (Unemployment Insurance, Job Service)

Idaho Industrial Commission

State Workers Compensation Law, Industrial Accident Insurance

www.iic.idaho.gov

Boise office: 700 S. Clearwater Lane, Boise ID 83712

(800) 950-2110 toll-free or (208) 334-6000 in the Boise area

U.S. Citizenship and Immigration Services (USCIS)

(Under Homeland Security Dept.) Employment Eligibility Verification

www.uscis.gov

Boise office: 1185 S. Vinnell Way, Boise ID 83709

(800) 375-5283 toll-free or (208) 685-6600 in the Boise area

Idaho Secretary of State

Business DBAs, Articles of Incorporation, UCC

www.sos.idaho.gov

Boise office: 450 N. 4th St., Boise ID 83702

(208) 334-2300

Small Business Administration

General information for businesses and employers

www.sba.gov

Boise office: 380 E. Parkcenter Blvd., Ste. 330, Boise ID 83706

(208) 334-9004

This guide was prepared by the Idaho State Tax Commission. It does not provide a comprehensive explanation of Idaho tax laws or rules. The law can be found in Title 63, Chapter 30 of the Idaho Code. Rules are located in IDAPA 35, Title 01, Chapter 01 of the Idaho Administrative Code.

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Recent Revisions to this Guide

• January 7, 2019:

• We added the new Form ID W-4 as an appendix and corrected instructions in the guide that had advised employees to enter their Idaho withholding allowances on the federal Form W-4.

• June 20, 2018:

• We added the 2018 W-4 Worksheet for Idaho as an appendix. Employees should use the worksheet to estimate their Idaho allowances and any extra state withholding. It's available at tax.idaho.gov/w4. We recommend all employees update their W-4s using the worksheet.

• May 31, 2018:

- In the Percentage Computation Method instructions on page 20, we've eliminated the employer's requirement to "add 2" for the single filing status with one or more withholding allowances.
- We revised the single tables for the Wage Bracket Method starting on page 26.

How frequently is this guide updated?

Typically, the Idaho personal income tax schedules are adjusted for inflation each year. The change is reflected in the income tax tables used to file individual income tax returns. The Tax Commission revises this guide when the accumulated adjustments or other factors cause a substantial change.

Withholding Account Requirements

Do I need an Idaho withholding account?

If you have an employee earning income while in Idaho, you must have an Idaho withholding account. This applies to all employees, including agricultural, household help, and family members. If you choose to voluntarily withhold Idaho income tax for an Idaho resident working outside of Idaho, you must have an Idaho withholding account.

What if I don't register for a withholding account?

If you have employees or withhold Idaho income tax and don't register for a withholding account, you may be subject to a civil penalty of \$100 per day. Each day constitutes a separate offense.

Who is an employer?

An employer is any person, business, or organization for which an individual performs any service as an employee. This includes religious, educational, charitable, and social organizations or societies, even if the organizations are exempt from paying income taxes.

Who is an employee?

Generally, an employee is any individual who performs services for you when you have the right to control what will be done and how it will be done. This is true even when you choose not to exercise your control over the employee and allow the employee freedom of action. It's also true regardless of how payments are measured or paid or whether the employee works full-time or part-time.

If an employer/employee relationship exists, it doesn't matter what the relationship is called. Generally, people who perform services for you are employees unless they're in business for themselves and offer the same service to others.

A corporate officer who works for the corporation is an employee.

What's the difference between an employee and an independent contractor?

Idaho law follows federal law regarding who is an employee and who is an independent contractor.

The Internal Revenue Service uses three characteristics to determine the relationship between a business and a worker.

- **Behavioral Control.** These facts show whether there is a right to direct or control how the worker does the work. A worker is an employee when the business has the right to direct and control the worker. The business doesn't have to actually direct or control the work is done as long as the employer has the right to direct and control the work.
- Financial Control. These facts show whether the business has a right to direct and control the financial and business aspects of the worker's job. These include:
 - The extent to which the worker has unreimbursed business expenses. An employee can also have unreimbursed business expenses.
 - The extent of the worker's investment in the facilities used in performing services.
 - The extent to which the worker makes his or her services available to the relevant market.
 - The extent to which the worker can realize a profit or incur a loss.
- **Relationship of the Parties.** These facts show how the parties perceive their relationship. These include:
 - Written contracts describing the relationship the parties intended to create.
 - The extent to which the worker is available to perform services for other similar businesses.
 - Whether the business provides the worker with employee-type benefits, such as insurance, a pension plan, vacation pay, or sick pay.
 - The permanency of the relationship.
 - The extent to which services performed by the worker are a key aspect of the regular business of the company.

For more information on how to determine whether someone providing services is an independent contractor or an employee, see IRS Publication 15, *Circular E, Employer's Tax Guide* and Publication 15-A, *Employer's Supplemental Tax Guide*.

Are statutory employees subject to Idaho income tax withholding?

If an employee qualifies as a statutory employee under federal law, Idaho income tax withholding isn't required. For more information, see IRS Publication 15-A, *Employee's Supplemental Tax Guide* or Publication 1779, *Independent Contractor or Employee*.

What if I hire a family member?

If a family member, even your spouse or child, gets paid for providing services, you must withhold Idaho income tax just as you would for a nonfamily member.

What if I hire someone to help me with housework or to care for a family member?

If you hire an employee to work in your home, the employee's wages are subject to Idaho income tax. You must have an Idaho withholding account and report the wages, but you're not required to withhold Idaho income tax from the employee's wages. As a domestic employer, you must issue W-2 forms to your employees by the last day of January following the year of employment. You must also file Form 967 and your employees' W-2 forms by the last day of January.

If you hire someone who has a business providing household help and who provides services to more than one client, the person you hired isn't necessarily your employee.

What if I hire someone to help me on my farm or ranch?

If you hire an employee to help you in your agricultural business, you must withhold Idaho income tax from the employee's check if you're required to withhold for federal purposes and the employee earns \$1,000 or more during the calendar year. Use the withholding tables in this guide to determine how much to withhold.

If you have to file employment reports with the Idaho Department of Labor, you're a quarterly filer with the Tax Commission, and you must:

- Pay the income tax withheld by the last day of the month following the end of the calendar quarter.
- File Form 967 and your employees' W-2 forms by the last day of January.

If you don't have to file employment reports with the Idaho Department of Labor, you're an annual filer with the Tax Commission, and you must:

- Pay the income tax withheld by the last day of January.
- File Form 967 and your employees' W-2 forms by the last day of January.

How do I get an Idaho withholding account number?

You must have a federal Employer Identification Number (EIN) before you apply for an Idaho withholding account. You can get an EIN by applying online at the Internal Revenue Service (IRS) website, **www.irs.gov**. You can also apply for an EIN by completing a Form SS-4 and faxing the form to (855) 641-6935, or by mailing it to: Internal Revenue Service, Attn: EIN Operation, Cincinnati OH 45999. You can get a Form SS-4 on the IRS website or at your local IRS office.

You can apply for an Idaho withholding account online through the Tax Commission's website by going to **tax.idaho.gov/ibr** and following the instructions. Registering online is the fastest way to receive your permit and tax forms. Or you can request a paper form and submit it to the Tax Commission. The form is available online at **tax.idaho.gov/ibr** or by calling (208) 334-7660 in the Boise area or toll-free at (800) 972-7660. You can use the same online registration and Idaho Business Registration form to apply for your unemployment insurance account from the Idaho Department of Labor and to provide insurance information to the Idaho Industrial Commission.

Within 10 business days after we've received your application, we'll send you a withholding account number and notify you of your account filing cycle, which determines how often you must file and pay the income tax you withheld. (See page 8.) We'll then send you the forms you'll need to report and pay the withholding.

Withholding Account Maintenance

How do I get reporting forms?

Once you're registered with the Tax Commission, we'll send you preprinted forms. If you pay and file electronically, you don't need to send us a paper form. If you don't have a preprinted form to file, don't use photocopies from a previous period or from a different employer. You can:

- Pay and file online through our website at **tax.idaho.gov/gototap**.
- Call the Tax Commission to request a form.

Note: Because withholding forms are personalized, printable copies aren't available on the Tax Commission's website.

Can I have forms sent to my accountant?

When you register for a withholding account, you can include an alternate address and contact person. If you've already completed your application, you can send a letter asking the Tax Commission to mail your reporting forms to an alternate

Withholding Account Maintenance (continued)

address. Be sure to include your account number. If you want us to speak with your accountant about your account, we must have a current power of attorney. To get a power of attorney form, visit our website at **tax.idaho.gov**.

What if I make changes to my business?

You must apply for a new withholding account if you acquire a business, get a new federal EIN, or change your business entity (for example, a sole proprietorship becomes a corporation).

Is a withholding account transferable?

No. If you're a new owner of an existing business, don't use a return or payment voucher that's been issued to the former business. You must apply for a new withholding account.

How do I change my account filing cycle?

Withholding account filing cycles are effective for a full calendar year. The Tax Commission will change your filing cycle at the end of the year if your withholding amounts require a change or if the Tax Commission approves your request for a change. You must send your request by November 15 for a filing cycle change by either:

Email: permitprocessing@tax.idaho.gov

• Fax: (208) 334-7650

Mail: Attn: Permit Accounting

Idaho State Tax Commission

PO Box 36

Boise ID 83722-3220

How do I change the address on my account or cancel my account?

To change your mailing address or cancel your account:

- Use the online request form at tax.idaho.gov/ss.
- Mark the appropriate box ("Mailing address change" or "Cancel account") on the Form 910 or Form 967. If you're changing the address, draw a line through the address on the form, and write in your new address, or
- Send us written notice that you want to change your account. If you're changing the address, include your name, account number, old address, and new address. If you're cancelling the account, include your name, account number, and the date you want the account to be cancelled.
- Send your request by either:

Email: processing@tax.idaho.gov

Fax: (208) 334-5364

Mail: Attn: Account Registration & Maintenance

Idaho State Tax Commission

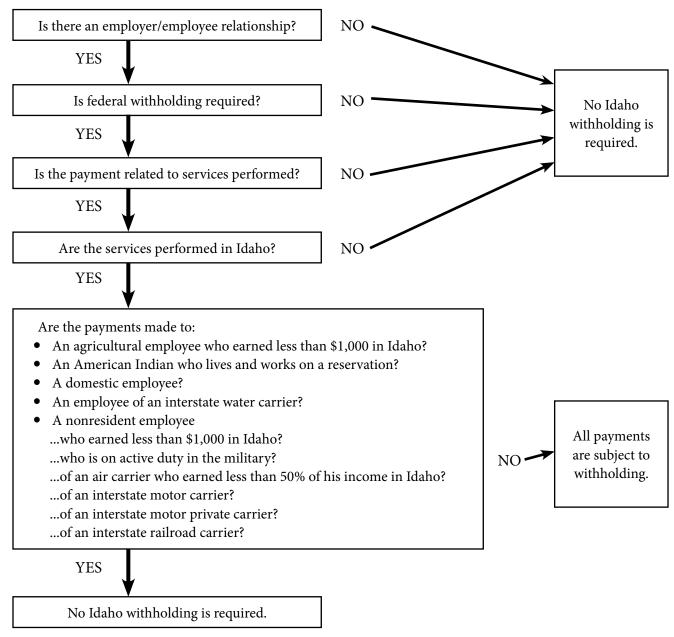
PO Box 36

Boise ID 83722-3220

Income Subject to Withholding

Should I withhold Idaho income tax?

The following flowchart can help you decide if you need to withhold Idaho income tax.



What income is subject to Idaho income tax withholding?

All wages, tips, and other compensation earned by employees or paid for services performed in Idaho are subject to Idaho income tax withholding. The pay may be in cash or in another form. It includes salaries, vacation allowances, bonuses, commissions, and fringe benefits. It doesn't matter how you measure the compensation or make the pay-ment. Generally, if the Idaho compensation is subject to federal income tax, it's also subject to Idaho income tax.

Compensation paid to a former employee for services performed while still employed in Idaho is subject to Idaho income tax withholding. For example: If an employee is granted stock options and those options vest while the employee is

Income Subject to Withholding (continued)

performing services in Idaho, the compensation or gain when the employee exercises the options are subject to Idaho income tax withholding, even if the employee is no longer living or working in Idaho.

- **Employee business expense reimbursements.** Reimbursements or allowances paid to an employee under an accountable plan aren't subject to Idaho income tax withholding. Reimbursements or allowances paid under a nonaccountable plan are subject to Idaho income tax withholding. For definitions of accountable and nonaccountable plans, see IRS Publication 15, *Circular E, Employer's Tax Guide*.
- Wages paid "in kind." If you pay employees in something other than money, you're said to pay them "in kind." Payments in kind can be in the form of goods, lodging, food, clothing, services, or personal use of a company vehicle. Generally, Idaho income tax withholding applies to the fair market value of such payments when they're made for services provided in Idaho. If the food or lodging is for the employer's convenience and qualifies for an exclusion from wages under federal law, it isn't subject to Idaho income tax withholding.
- Supplemental wages. Idaho income tax applies to bonuses, commissions, overtime pay, payments for accumulated
 sick leave, severance pay, awards, prizes, back pay, retroactive pay, and other similar payments if earned while working in Idaho. Withholding on supplemental wages may be computed by either combining the supplemental payment
 with regular wages and treating them as a single payment or by multiplying the supplemental payment by 6.925
 percent.
- Employee benefits. Benefits that are taxable under the Internal Revenue Code (IRC) are subject to Idaho income tax withholding if they are earned for services provided in Idaho, regardless of when the benefit is received. Tax-deferred benefits such as 401(k) plans and cafeteria plans that are tax deferred by the IRC are also tax deferred for Idaho and not subject to income tax withholding.
- Stock options. The granting of stock options is considered to be compensation for services, whether treated for federal income tax purposes as compensation or capital gain income. This income is subject to Idaho income tax withholding if the employee performed services in Idaho between the time the option was granted and the time the option vested. For more information, see Idaho Income Tax Administrative Rule 271.
- Tips. Tips an employee receives for work done in Idaho are subject to Idaho income tax withholding. Report as Idaho income the same tip amount you reported as federal income. See IRS Publication 531, *Reporting Tip Income*.

When are wages subject to Idaho income tax?

When an employee earns income while working in Idaho, the income is subject to Idaho income tax. This is true even if the employee isn't a resident of Idaho. It's also true if the employee is a family member. It also applies to people working in Idaho for only one day, including athletes and performers.

If a person who isn't a citizen of the United States earns income while in Idaho, the income is subject to Idaho income tax withholding unless exempt from federal withholding.

Are there exceptions to the withholding requirement?

- An Idaho employer is always required to have an account and report payroll. However, withholding is not required
 if:
 - The employee isn't a resident of Idaho and earns less than \$1,000 in Idaho in a calendar year.
 - An agricultural laborer earns less than \$1,000 in a calendar year.
 - An employee is exempt from federal withholding.
 - The employee is an American Indian who is an enrolled member of a federally recognized tribe, earns the income on a reservation, and lives on a reservation.
 - An employee gives you a Form W-4 stating he is exempt from withholding as he had no income tax liability in the previous year and expects to have no income tax liability for the current year. The exemption is only good for

the current year. The employee must give you a new W-4 each year. You must have a withholding account and issue the employee a W-2 form. See Am I required to send W-4 forms to the Tax Commission? on page 8.

- Motor carriers. If you're an interstate motor carrier or motor private carrier and your employee has regularly assigned duties in more than one state, you only have to withhold income tax for the employee's state of residence. In general, a motor carrier provides motor vehicle transportation for compensation to the public or under a contract. A motor private carrier transports property it owns or leases by motor vehicle and transports the property for sale, lease, rent, or to further a commercial enterprise. See Title 49, Sections 13102 and 14503, United States Code to determine if the employee qualifies.
- Air carriers. If your employee has regularly assigned duties on aircraft in more than one state, you must withhold income tax for his state of residence and the state in which he earns more than 50 percent of his wages. The percent of wages earned in a state is based on scheduled flight time in the state compared to total scheduled flight time for the year. See Title 49, Section 40116(f), United States Code to determine if the employee qualifies.
- Railroad carriers. If you're an interstate rail carrier and your employee has regularly assigned duties in more than
 one state, you only have to withhold income tax for the employee's state of residence. See Title 49, Section 11502,
 United States Code to determine if the employee qualifies.
- Water carriers. If your employee is a master or seaman who works on a vessel engaged in foreign, intercoastal, interstate, or noncontiguous trade, don't withhold any state income tax. See Title 46, Section 11108, United States Code to determine if the employee qualifies.

Does Idaho income tax need to be withheld from an IRA, pension, or other similar payment?

The income from an IRA, pension, or other similar payment is subject to Idaho income tax, but the payer isn't required to withhold Idaho income tax from retirement payments. The recipient may either pay the tax as a voluntary estimated payment or as a tax payment with his individual income tax return on or before April 15. If the payer of the retirement funds wants to withhold Idaho income tax from the payments as a convenience to its payees, it must apply for an Idaho withholding account and pay the amounts withheld the same way a regular employer does. The payer must submit the 1099-Rs showing Idaho withholding by the last day of February. See the *Filing Information* section on page 15.

Does Idaho income tax withholding apply to active duty military wages?

The military wages of a person stationed in Idaho aren't subject to Idaho income tax unless Idaho is the person's domicile. Wages paid by the military to a person not on active duty are subject to Idaho income tax withholding if earned in Idaho. However, it isn't necessary to withhold Idaho income tax for military personnel who are domiciled in Idaho, but are stationed outside Idaho if their full-time active duty outside Idaho is for 120 consecutive days or more. For military spouse information, see the Military page on our website at **tax.idaho.gov**.

How do I determine how much Idaho income tax to withhold?

You must have a federal Form W-4, *Employee's Withholding Allowance Certificate*, on file for each employee. A Form ID W-4 is strongly recommended for each employee. Employees can ask you to withhold more Idaho income tax but they can't request that less Idaho income tax be withheld. Employees should use the Form ID W-4 to estimate their Idaho allowances and any extra state withholding (see example in the appendix).

Idaho has three approved methods for computing withholding:

- Percentage Computation Method. See page 20.
- Annualized Wage Method. See page 21.
- Wage Bracket Method. See page 22.

The income tax withholding amounts in the withholding tables are rounded to the nearest whole dollar. If you use the

Income Subject to Withholding (continued)

percentage or annualized wage method of withholding, round the tax to the nearest whole dollar.

Generally, the percentage computation is the best method to use in programming the withholding tables for your computer. For help with payroll software, contact the company that sold you the software.

Am I required to send W-4 forms to the Tax Commission?

No. But you should send a copy of the W-4 form of any employee you suspect is claiming the wrong number of allowances. Mail the W-4 to:

TDB/Withholding Idaho State Tax Commission PO Box 36 Boise ID 83722-0410

Payment Information

What are the payment requirements?

You must pay the withheld Idaho income taxes based on the account filing cycle the Tax Commission assigned to you (see below). If you didn't withhold income taxes, you must file a "zero" payment. Remember, taxes are reported and paid based on when the wages are paid, not earned.

Filing Cycles:

- **Monthly Filers.** Employers pay withholding on or before the 20th of the month following the payment period. (See the *Monthly Payment Due Date Table* on the next page.) Payments made throughout the year must be reconciled on Form 967.
- **Semimonthly Filers.** Employers whose withholding equals or exceeds \$240,000 in a 12-month period or equals or exceeds \$20,000 per month pay the income tax withheld based on a twice-monthly reporting period. The first period begins on the 1st of the month and ends on the 15th of the month, with payment due by the 20th of the same month. The second period begins on the 16th of the month and ends on the last day of the month, with payment due by the 5th of the following month. (See the *Semimonthly Payment Due Date Table* on the next page.) Payments made throughout the year must be reconciled on Form 967.
- Quarterly Filers. Employers who withhold \$750 or less each quarter and farmers who are required to file with the Idaho Department of Labor pay the withholding on the last day of the month following the end of the quarter. (See the *Quarterly Payment Due Date Table* on the next page.) Payments made throughout the year must be reconciled on Form 967.
- Annual Filers. Farmers who aren't required to file with the Idaho Department of Labor and employers who owe less than \$750 annually pay the withholding on or before January 31. (See the *Annual Payment Due Date Table* below.) Any payments made throughout the year must be reconciled on Form 967.

If you want to change your filing cycle, see *How do I change my account filing cycle?* on page 4.

Payment Due Date Tables

Note: If the due date falls on a weekend or holiday, the payment is due on the next business day. For specific dates, see the Calendar of Events page on our website at tax.idaho.gov.

Monthly

Payment period	Due date	Payment period	Due date	Payment period	Due date
1/1 - 1/31	2/20	2/1 - 2/28	3/20	3/1 - 3/31	4/20
4/1 - 4/30	5/20	5/1 - 5/31	6/20	6/1 - 6/30	7/20
7/1 - 7/31	8/20	8/1 - 8/31	9/20	9/1 - 9/30	10/20
10/1 - 10/31	11/20	11/1 - 11/30	12/20	12/1 - 12/31	1/20

Semimonthly

Payment period	Due date	Payment period	Due date	Payment period	Due date
1/1 - 1/15	1/20	1/16 - 1/31	2/5	2/1 - 2/15	2/20
2/16 - 2/28	3/5	3/1 - 3/15	3/20	3/16 - 3/31	4/5
4/1 - 4/15	4/20	4/16 - 4/30	5/5	5/1 - 5/15	5/20
5/16 - 5/31	6/5	6/1 - 6/15	6/20	6/16 - 6/30	7/5
7/1 - 7/15	7/20	7/16 - 7/31	8/5	8/1 - 8/15	8/20
8/16 - 8/31	9/5	9/1 - 9/15	9/20	9/16 - 9/30	10/5
10/1 - 10/15	10/20	10/16 - 10/31	11/5	11/1 - 11/15	11/20
11/16 - 11/30	12/5	12/1 - 12/15	12/20	12/16 - 12/31	1/5

Quarterly

Payment period	Due date
1/1 - 3/31	4/30
4/1 - 6/30	7/31
7/1 - 9/30	10/31
10/1 - 12/31	1/31

Annual

Payment period	Due date
1/1 - 12/31	1/31

How do I determine my withholding tax period for making payments?

Use the following charts to determine your withholding tax period for payments based on your assigned filing cycle.

Monthly Tax Period Chart

Withholding reporting period	EFT period end date	Credit card, e-check period end date	Tax period on Form 910
January 1 - January 31	01/31		Jan
February 1 - February 28	02/28		Feb
March 1 - March 31	03/31		
April 1 - April 30	04/30		
May 1 - May 31	05/31		May
June 1 - June 30	06/30		Jun
July 1 - July 31	07/31		Jul
August 1 - August 31	08/31		
September 1 - September 30	09/30		Sep

October 1 - October 31	10/31		Oct
November 1 - November 30			Nov
December 1 - December 31	12/31	12/31	Dec

Semimonthly Tax Period Chart

Withholding reporting period	EFT period end date	Credit card, e-check period end date	Tax period on Form 910
January 1 - January 15			
January 16 - January 31	01/31		Jan
February 1 - February 15			
February 16 - February 28	02/28		Feb
March 1 - March 15			
March 16 - March 31			
April 1 - April 15	04/15		
April 16 - April 30			
May 1 - May 15			May
May 16 - May 31			May
June 1 - June 15			Jun
June 16 - June 30			Jun
July 1 - July 15			Jul
July 16 - July 31	07/31		Jul
August 1 - August 15			
August 16 - August 31	08/31		
September 1 - September 15	09/15		Sep
September 16 - September 30			Sep
October 1 - October 15			Oct
October 16 - October 31			Oct
November 1 - November 15			Nov
November 16 - November 30			Nov
December 1 - December 15	12/15		Dec
December 16 - December 31	12/31	12/31	Dec

Quarterly Tax Period Chart

Withholding reporting period	EFT period end date	Credit card, e-check period end date	Tax period on Form 910
January 1 - March 31	03/31		
April 1 - June 30	06/30		Jun
July 1 - September 30			Sep
October 1 - December 31			

Annual Tax Period Chart

Withholding reporting period	EFT period	Credit card, e-check	Tax period on
	end date	period end date	Form 910
January 1 - December 31	12/31	12/31	Dec

How can I pay the taxes I withheld?

Electronic funds transfer (EFT). You can make an electronic funds transfer of money from one bank to another through either ACH Debit or ACH Credit. Whenever the amount due is \$100,000 or greater, the law requires you to use EFT.

• With ACH Debit, you authorize how much and when the state can take money from your bank account to pay the withheld taxes. To use this *free* payment method, you must first register with our service provider. Go to our website at tax.idaho.gov/epay.

• With ACH Credit, you tell your bank how much and when to send money to the state to pay the withholding. ACH Credit fees vary, depending on your bank. To get started, send a request for our ACH Credit Addenda and Bank Information by emailing us at EFT@tax.idaho.gov or by faxing us at (208) 334-7625. For more information, visit our website at tax.idaho.gov/epay.

Please don't file a Form 910 when paying by EFT.

Credit card. You can use a credit card to make payments under \$100,000 to the state of Idaho. You can pay through our website at **tax.idaho.gov/epay** or by calling (208) 334-7660 in the Boise area or toll free at (800) 972-7660. You can also make a payment at any of our offices. We accept American Express, Discover, MasterCard, and Visa. If you pay with a credit/debit card, our third-party provider will charge a convenience fee.

Please don't file a Form 910 when paying by credit card.

E-check. You can make electronic check payments under \$100,000 from your own checking or savings account. You can pay with an e-check through our website at **tax.idaho.gov/epay**. If you pay with an e-check, our third-party provider will charge a convenience fee for each e-check.

Please don't file a Form 910 when paying by e-check.

Check or money order. Make your check or money order for payments under \$100,000 payable to the Idaho State Tax Commission. Mail your payment with your Form 910 to: Idaho State Tax Commission, PO Box 76, Boise ID 83707- 0076. The envelope must be postmarked by the due date. Please don't send cash payments through the mail.

What is Form 910 used for?

Use Form 910, Idaho Withholding Payment Voucher, to make check or money order payments. You can also use Form 910 to report that you withheld no taxes for a payment period. If you make payments by EFT, credit card, or e-check, or report "zero" withholding electronically, you don't need to send a Form 910. (See *Payment Due Date Tables* on page 9.)

Example of Form 910

PERMIT NO.	IDAHO WITHHOLI FROM	DING PAYMENT TO	Mailing Address Change Cancel Permit 94
002606100	05/01/2016 TAX DUE ON OR BEFORE	05/15/2016	Mail to: State Tax Commission, PO Box 76, Boise, Idaho 83707-0076 RT0910 01/08/04
REVENUE OPER PO BOX 36 BOISE ID 83722	ATIONS QUALITY CO	ONTROL	In the box below, enter the amount of Idaho income tax withheld from your employees' paychecks for the period shown on this voucher. You must file this form even if no tax is withheld for this period.
			Payment Amount · 00
	at this information is true and correct to the		Tayment rimount

Why can't I enter amounts with cents on Form 910?

Idaho's administrative rules require you to use whole numbers for all withholding returns. Round your payment amounts and report the rounded dollar amount on Form 910. Reduce amounts ending with less than 50 cents to the lower whole dollar. Increase amounts ending with 50 cents or more to the next whole dollar.

How do I report that I withheld no income tax?

If you don't withhold any income tax for a reporting period, you must file a "zero" payment. You can either:

- File online through our website at tax.idaho.gov/efile, or
- Use a Form 910 payment voucher and enter a "0" in the "Payment Amount" box. Mail it to: Idaho State Tax Commission, PO Box 76, Boise ID 83707-0076.

What happens if I pay late?

If a payment for a period is late, or if the tax withheld is more than the amount paid, you owe penalty and interest. To help you calculate the amount of penalty and interest that may be due, please use the Penalty and Interest Estimator on our website at tax.idaho.gov/piest.

Penalty. The minimum penalty is \$10. The maximum penalty is 25% (.25) of the tax due. Penalty is determined as follows:

- If you don't file your withholding payment on or before the due date, you owe a penalty of 5% (.05) of the tax due for each month that goes by until the payment is made.
- If you made a payment on time, but underpaid the tax, the tax due is subject to a penalty of one-half percent (0.5% or .005) of the tax due for each month that goes by until the payment is made.

Interest. Interest accrues on the unpaid tax from the due date for each month until the date paid. Interest rates are available on our website at **tax.idaho.gov**.

What kind of withholding payment records should I keep?

You must track your taxable wages, Idaho income tax withheld, amount paid, date paid, and penalty and interest included with payments. Use the Record of Idaho Withholding Payments Worksheet to help you track your withholding information. You can find it on our website at **tax.idaho.gov** or by calling the Tax Commission.

Form W-2

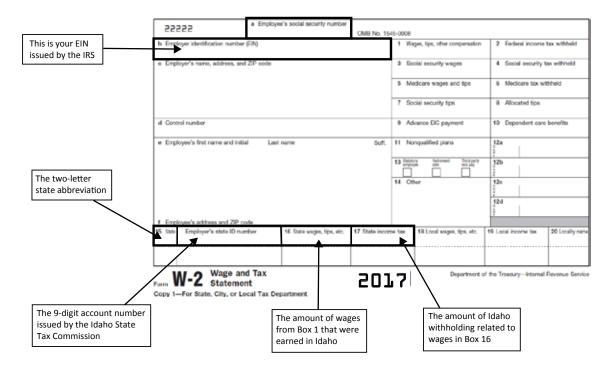
How do I complete a Form W-2?

Use the sample W-2 below to help complete the state portion of your employees' W-2, Wage and Tax Statements. We can't process a W-2 without the correct state information.

How do I correct a Form W-2?

If you issued an incorrect W-2, you must issue the employee a corrected W-2 using federal Form W-2c, and send copies to all required government agencies.

SAMPLE FORM W-2:



- **Box a Social Security number (SSN).** Enter the SSN provided by the employee.
- **Box b Employer identification number (EIN).** Show the EIN assigned to you by the IRS. This should be the same number that you used on your federal employment tax returns.
- **Box 15 State.** Enter the 2-letter state abbreviation where the wages were earned.
- **Box 15 Employer's state ID number.** For Idaho, this is the 9-digit account/permit number issued by the Idaho State Tax Commission. (Don't include the "-W" or "-09" at the end of the account number and don't enter "applied for.")
- Box 16 State wages, tips, etc. Enter the amount of wages from Box 1 that were earned in the state listed in Box 15.
- Box 17 State income tax. Enter the amount of state withholding related to wages entered in Box 16.
- W-2 Year. The year shown on the W-2 must match the tax year shown on Idaho Form 967.

Information Returns

What are information returns?

Information returns are tax statements used to report certain types of payments and activities made by financial institutions and others as required by the Internal Revenue Service. You must file the 1099 forms and other information returns, listed below, with the Tax Commission by the last day of February.

- Form 1099-MISC, *Miscellaneous Income*, if it was issued for transactions related to property located or used in Idaho or for services performed in Idaho.
- Form 1099-R, *Distributions from Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc.*, if Idaho income tax was withheld.
- Form 1099-S, *Proceeds from Real Estate Transactions*, if it was issued for transactions related to property located in Idaho
- Form 1099-A, Acquisition or Abandonment of Secured Property, if the property was located in Idaho.
- Form 1099-B, *Proceeds from Broker and Barter Exchange Transactions*, if the property was located in Idaho or if the service was performed in Idaho.
- Form 1099-C, *Cancellation of Debt*, if the secured property was located in Idaho.
- Form 1098, *Mortgage Interest Statement*, if the property was located in Idaho.
- Form W-2G, Certain Gambling Winnings, if the gambling took place in Idaho.

How do I send the information returns to the Tax Commission?

- **Online.** File the returns through our website at **tax.idaho.gov**. If you withheld Idaho income tax, you must include Form 967 in your uploaded file.
- By paper. Attach information returns that have Idaho withholding to Form 967 and send them to the Tax Commission. If you didn't withhold Idaho income tax, attach the information returns to Idaho Form 96 or a copy of federal Form 1096 and mail to:

Idaho State Tax Commission PO Box 36 Boise ID 83722-0410

What is the 1099 Combined Federal/State Filing Program?

This program allows payers and agents to file an information return with the federal government and authorizes the release of this information to the applicable states. To take advantage of this program, you must first get permission from the IRS to participate. See IRS Publication 1220 at **www.irs.gov**.

What are Idaho's filing requirements for the Combined Federal/State Filing Program?

If your information returns have Idaho withholding, you must complete Form 967, *Idaho Annual Withholding Report*. Send the form to the Tax Commision by the last day of January.

If you file your 1099s and other information returns through the Federal/State Combined Filing Program, don't file them electronically through our website and don't submit paper copies with your Form 967.

Filing Information

What are my filing requirements?

Use Form 967, *Idaho Annual Withholding Report*, to report the total taxable wages and reconcile the total amount of Idaho taxes you withheld from employees during the calendar year to the amount you paid to the Tax Commission for the same calendar year. The total tax withheld as reported on Form 967 must match the total withheld as reported on your employees' W-2 and 1099 forms. You must also use Form 967 to submit the state copy of all W-2s and any 1099s with Idaho income tax withholding.

Who must file Form 967?

If you had an active Idaho withholding account for any part of the year or withheld Idaho income taxes during the year, you must file Form 967. This is true even if you didn't withhold income tax from employee wages or if you cancelled your account during the year.

What records and forms do I need to complete the reconciliation process?

The following records and forms will help you reconcile your Idaho income tax withholding:

- Payroll records
- Idaho withholding payment records or the Record of Idaho Withholding Payments Worksheet
- Completed W-2s and any 1099s with Idaho income tax withholding
- Form 967, Idaho Annual Withholding Report

How do I reconcile my income tax withholding?

Make sure these balance:

- The amount of Idaho income tax withheld from employee wages
- The amount of Idaho income tax paid to the Tax Commission throughout the year
- The amount of Idaho withholding reported on W-2s and 1099s

If you can't balance the above:

- Review all documents for mathematical errors
- Review payments for dollar amounts and dates submitted
- Review all withholding documents (W-2s and 1099s) to be sure only Idaho withholding is included. Are there any W-2 corrections (W-2c) documents not accounted for?

Your total amount of payments should equal the amount of Idaho withholding reported on your withholding documents, (Forms W-2, 1099, and W-2c). If your totals don't match each other after reviewing your documents, you may owe tax or be entitled to a refund.

Why can't I enter amounts with cents on Form 967?

Idaho's administrative rules require you to use whole numbers for all withholding returns. Reduce amounts ending with less than 50 cents to the lower whole dollar. Increase amounts ending with 50 cents or more to the next whole dollar.

Do I need to sign Form 967?

If you file a paper Form 967, you must sign it.

If I close my business during the year, can I file Form 967 early?

Yes. If you cancel your account, you'll receive a preprinted Form 967. Please complete the form and mail it to the Tax Commission. If you had an active Idaho withholding account for any part of the year or withheld Idaho income taxes during the year, you must file Form 967.

How do I file my returns?

Online. You can file the following online through our website at **tax.idaho.gov**:

- W-2s with Form 967. You can file your W-2s by either entering the W-2 detail online or uploading a file. If you choose a file upload, the specifications are available at tax.idaho.gov (click on "Tax Preparers" under Tax Pros). Idaho requires electronic filing of W-2s for employers who meet the IRS requirements to file electronically. If employers meet the IRS requirements but have fewer than 50 employees working in Idaho, the state will accept either paper or electronic filing. If you meet these requirements but don't file electronically, we may return your W-2s to you and charge a penalty.
- **1099s** and information returns. You can file your 1099s and information returns by uploading a file. If you withheld Idaho income tax, you must include Form 967 in your file. The specifications are available at **tax.idaho.gov** (click on "Tax Preparers" under Tax Pros).

Paper. When you file your Form 967 by paper, you must attach paper W-2s and any 1099s with Idaho withholding to the form. Please make sure all copies of employees' W-2s are legible, especially any carbon copies.

When are my returns due?

- Your Form 967 and W-2s are due by the last day of *January*.
- Your 1099s are due by the last day of *February*.

Read more about filing due dates and requirements at tax.idaho.gov/i-2002.cfm

What happens if I file late?

Penalty and interest are charged on the amount of tax due from the due date until paid.

We may also apply a penalty of \$2 per month for each W-2 and 1099 that you don't submit by the filing due date. The minimum penalty is \$10; the maximum penalty is \$2,000.

How do I amend my return?

To amend a previously filed return, complete a new Form 967 using the correct amounts. Include any corrected W-2s (Form W-2c) and 1099s with Idaho withholding. If you don't have a copy of Form 967, please call the Tax Commission to request one. If you filed electronically and have more than 20 W-2s, contact the Tax Commission to discuss filing options.

Check the "Amended" box on the Form 967 and send the corrected forms to:

Idaho State Tax Commission PO Box 76 Boise ID 83707-0076

Example of Form 967

967 IDAHO ANNU	J AL WITHHOL	LDING REPO	RT	0 R0967A 07-19-20
AMENDED	ACCOUNT NO. 002838284	TAX YEAR 2018	DUE ON OR BEFORE 01/31/2019	
Mailing address change Cancel account		2010		
		Return mailing a	ldress: Idaho State Tax Comm PO Box 76	ission
ANNUAL WITHHOLDING ACCT			Boise, Idaho 83707-00'	76
PO BOX 36 BOISE ID 83722-0036			1	
				7.
Wages and Withholding				
1. Total Idaho taxable wages reported on W-2s				
2. Total Idaho tax withheld on W-2s and 1099s			X	
Г	State was sule.	,6		
	State use only	. 1/2		
	: 📈	\leftarrow		
3. Total tax paid for calendar year 2018				
4. Remaining tax due or (overpaid). Subtract line 3 from				
5. Penalty on balance owed. If line 4 is zero or a credit,		•		
6. Interest on balance owed. If line 4 is zero or a credit,	1	•		
7. Total due. Add lines 4, 5, and 6		•		
		••••••		
Statements Submitted				
, ` \	form)		-	
9. Number of 1099s with Idah we harding for the ye				
Check box if 1099s were subinited through combine	d federal/state fil	ing •		
0. Total number of streme ts Add lines 8 and 9		·············•		
1. Statement penalty ALL after due date.				
Multiply line 18 by \$2 per month for each full or part				
If submitted by due date, enter 0		··············		
2. Add line 7 and 11				
12a. Isoal due				
12b. Total refund				
Authorized Signature Date	inpiece to the best of my	, morrouge.		

Recordkeeping

What records do I need to keep and for how long?

You must keep your payroll records for at least four years. They should include:

- Name, address, and Social Security number of each employee
- Dates of employment
- Dates and amount of all wage payments and taxes withheld
- Hours and location of work
- A Form W-4 for each employee
- Cancelled payroll checks
- Copies of all Forms W-2 and Forms 1099
- Federal Form I-9, Employment Eligibility Verification

Other Questions

What if I hire someone who doesn't live in Idaho?

If a person is working in Idaho, you must report the wages to Idaho. Because the wages are earned in Idaho, they're subject to Idaho income tax. You don't have to withhold Idaho income tax unless the person will earn \$1,000 or more in Idaho during the year. All wages earned in Idaho must be reported on Form W-2 as Idaho wages, even if tax wasn't withheld.

What if I send my Idaho employees to another state to work?

You're required to withhold income tax for the state in which the employees are working. If the state where they're working doesn't have an income tax, the employees may want to have you withhold Idaho income tax. As residents of Idaho, their income will be taxable in Idaho.

If I'm self-employed, how do I know how much money to set aside to pay my income tax?

If you're self-employed or receive a pension payment, the tables at the end of this document will help you decide how much to set aside to pay your income tax. Determine the taxable income you receive each month, then use the monthly table to decide how much tax you will owe. Idaho doesn't require estimated tax payments from individuals; however, you can file a voluntary estimated tax payment using Form 51.

What if an employee's payroll check goes unclaimed or uncashed?

The Unclaimed Property Act requires you to try to locate the owner of any money you hold. If you can't locate the owner within a year, you must file an unclaimed property holder report and turn the money over to the Unclaimed Property Section of the State Treasurer's Office for safekeeping. Please call (208) 332-2942 for more information or visit **sto.idaho.gov**.

Substitute Forms and Instructions

What if I want to develop my own substitute withholding forms?

Go to "Forms Developers" under Tax Pros on our website at **tax.idaho.gov** to find the specifications for substitute forms. The specifications contain all the information you need to create substitute forms and get them approved.

Can I use federal Form W-3 instead of Form 967?

No. Form W-3 isn't a substitute for the Form 967, *Idaho Annual Withholding Report*.

Computing the Amount of Idaho Income Tax Withholding

Use this reference on the following pages:

Idaho Child Tax Credit Allowance Table		
One Withholding Allowance		
\$ 56.92		
\$113.85		
\$123.33		
\$246.67		
\$2,960		
\$ 11.38 (each day)		

Percentage Computation Method

The Idaho withholding allowances used in the percentage computation method are the number of children who qualify for the Idaho Child Tax Credit. This number is reported on line 1 of the Form ID W-4.

Married or Single - no withholding allowances:

Using the employee's taxable wages, compute the amount to withhold from the correct table on pages 23-25 for your payroll period.

Married or Single - 1 or more withholding allowances:

Multiply the number of Idaho allowances claimed on line 1 of the Form ID W-4 by the allowance value for the payroll period (see *Idaho Child Tax Credit Allowance Table*). Subtract this amount from the employee's taxable wages. Use the result to compute the amount to withhold using the correct table on pages 23-25 for your payroll period.

The percentage computation method may be the most useful method to use when programming the withholding table for your computer.

Example: An unmarried employee is paid \$1,212 biweekly and claims four Idaho withholding allowances on the W-4. Using the percentage method, compute the withholding as follows:

1.	Total wage payment\$ 1,212
2.	One allowance (from the <i>ICTCAT</i>)\$113.85
3.	Idaho allowances claimed on W-4 4
4.	Multiply line 2 by line 3\$455.40
5.	Amount subject to withholding (subtract total allowances, line 4, from wages, line 1)\$756.60
6.	Tax to be withheld (tables from pages 23-25) (\$10 plus 6.625% of the amount over \$751) Remember to round \$10\$

See the Idaho Child Tax Credit Allowance Table (ICTCAT) on page 19.

Note: Employees should use the Form ID W-4 to estimate their Idaho allowances and any extra state withholding (see example in the appendix).

Computing the Amount of Idaho Income Tax Withholding (continued)

Annualized Wage Method

Multiply the wages for the pay period by the number of pay periods in the calendar year. Subtract the Idaho Child Tax Credit allowances from the gross wages to determine the amount subject to withholding. Use this figure and the annual tables to compute the amount of withholding required. Divide that amount by the number of pay periods in the calendar year. The result will be the amount of withholding for the current pay period.

Example: A married person is paid \$1,000 per week and claims four Idaho withholding allowances on his Form W-4. Compute the amount of withholding using the following steps:

1.	Total annual wages (\$1,000 x 52 weeks)\$5	52,000
2.	One annual allowance (from ICTCAT)\$	2,960
3.	Idaho allowance(s) claimed on W-4	4
4.	Multiply line 2 by line 3\$1	1,840
5.	Amount subject to withholding (line 1 – line 4)\$4	0,160
6.	Tax from annual table (page 23) (\$545 plus 6.625% of the amount over \$39,038) Remember to round\$	619
7.	Amount to be withheld each week (\$619 divided by 52)	
	Remember to round\$	12

Withholding on Bonuses, Commissions, etc.

Supplemental wages are compensation paid to an employee in addition to the employee's regular wages. These include bonuses, commissions, overtime pay, accumulated sick leave, severance pay, expense allowances paid under a nonaccountable plan, payments for nondeductible moving expenses, etc.

The withholding may be computed by either combining the supplemental payment with the regular wages and treating them as a single payment or by withholding 6.925 percent of the payment for Idaho taxes.

See the Idaho Child Tax Credit Allowance Table (ICTCAT) on page 19.

Note: Employees should use the Form ID W-4 to estimate their Idaho allowances and any extra state withholding (see example in the appendix).

Wage Bracket Method

The Idaho withholding allowances used in the wage bracket method are the number of children who qualify for the Idaho Child Tax Credit. This number is reported on line 1 of the Form ID W-4.

Married or Single - no withholding allowances:

Find the correct table (starting on page 26) for the payroll period. Using the employee's taxable wages, find the amount to withhold.

Married - 1 or more withholding allowances:

Find the correct table (starting on page 26) for the payroll period. Using the employee's taxable wages, find the amount to withhold.

Single - 1 or more withholding allowances:

Find the correct table (starting on page 26) for the payroll period. Using the employee's taxable wages, find the amount to withhold.

If the employee hasn't provided you with an ID W-4 (or updated Form W-4 with an Idaho allowance number), continue to use the number of allowances on the existing Form W-4.

If an employee claims more than 10 allowances, you can still use the tables by following these steps:

- 1. Multiply the number of withholding allowances over 10 by the amount from the *Idaho Child Tax Credit Allowance Table*.
- 2. Subtract the result from the gross wages to get the adjusted gross wages.
- 3. Use the adjusted gross wages and the column for 10 allowances to determine the withholding amount.

If the wages exceed the amount shown in the last bracket of the table, use the percentage computation method of withholding described on page 20.

See the Idaho Child Tax Credit Allowance Table (ICTCAT) on page 19.

Note: Employees should use the Form ID W-4 to estimate their Idaho allowances and any extra state withholding (see example in the appendix).

Table for Percentage Computation Method of Withholding

for **Annual** Payroll Period and **Daily or Miscellaneous** Payroll Period

			ns includin	g Head of Househo	old
	If wages	after subtracting		The amount of Idaho Income	
	allow	ances are:		tax to withhold is:	
yroll Period	More than \$1 \$12,000 \$13,504 \$15,008 \$16,511 \$18,015 \$19,519 \$23,279	and Less than \$12,000 \$13,504 \$15,008 \$16,511 \$18,015 \$19,519 \$23,279	\$17 plus \$64 plus \$118 plus \$188 plus \$273 plus \$522 plus	\$0.00 1.125% of the amount over 3.125% of the amount over 3.625% of the amount over 4.625% of the amount over 5.625% of the amount over 6.625% of the amount over 6.925% of the amount over	\$13,504 \$15,008 \$16,511 \$18,015 \$19,519
Раγ			Married F	Persons	
_	If wages	after subtracting		The amount of Idaho Income	
_	Child Tax Cre	edit allowances are:		tax to withhold is:	
Annua	More than \$1 \$24,000 \$27,008 \$30,016 \$33,022 \$36,030 \$39,038 \$46,558	and Less than \$24,000 \$27,008 \$30,016 \$33,022 \$36,030 \$39,038 \$46,558	\$34 plus \$128 plus \$237 plus \$376 plus \$545 plus \$1,043 plus	\$0.00 1.125% of the amount over 3.125% of the amount over 3.625% of the amount over 4.625% of the amount over 5.625% of the amount over 6.625% of the amount over 6.925% of the amount over	\$27,008 \$30,016 \$33,022 \$36,030 \$39,038

p	Si	ingle	Person	s includin	g Head of Househ	old
i o			ubtracting		The amount of Idaho Income	
r	allow	ances	are:		tax to withhold is:	
е	,					
Д	More than	and	Less than			
=	\$1		\$46		\$0.00	
0	\$46		\$52		1.125% of the amount over	T
ŗ	\$52		\$58	\$0.07 plus	3.125% of the amount over	• -
>	\$58		\$64	\$0.25 plus	3.625% of the amount over	
a	\$64		\$69	\$0.46 plus	4.625% of the amount over	• •
Д	\$69		\$75	\$0.73 plus		
S	\$75		\$90	\$1.05 plus		
n	\$90			\$2.01 plus	6.925% of the amount over	\$90
0						
n e						
a r				Married F	ersons	
=	If wages	after sı	ubtracting		The amount of Idaho Income)
е	Child Tax Cre	edit allo	wances are:		tax to withhold is:	
ပ						
S	More than	and	Less than			
M	\$1		\$92		\$0.00	***
	\$92		\$104	¢0.40l⋅	1.125% of the amount over	T
o r	\$104 \$115		\$115 \$127	\$0.13 plus	3.125% of the amount over 3.625% of the amount over	
_	\$115 \$127		\$127 \$139	\$0.49 plus \$0.91 plus	4.625% of the amount over	
l y	\$127 \$139		\$159 \$150	\$1.45 plus	5.625% of the amount over	•
-	\$159 \$150		\$179	\$2.10 plus		
a	\$179		Ψ1.0	\$4.01 plus	6.925% of the amount over	
Ω	Ų			‡ p.u.o	The state of the s	Ŧ · · · Ŧ

Table for Percentage Computation Method of Withholding

for **Semimonthly** Payroll Period and **Monthly** Payroll Period

	Si	ngle Person	s includin	g Head of Househ	old
р	If wages a	after subtracting		The amount of Idaho Income	
0	allow	ances are:		tax to withhold is:	
Payroll Perio	More than \$1 \$500 \$563 \$625 \$688 \$751 \$813 \$970	and Less than \$500 \$563 \$625 \$688 \$751 \$813 \$970	\$1 plus \$3 plus \$5 plus \$8 plus \$11 plus \$22 plus	3.625% of the amount over 4.625% of the amount over 5.625% of the amount over	\$563 \$625 \$688 \$751 \$813
>			Married P	Persons	
۱۷	If wages a	after subtracting	Married P	Persons The amount of Idaho Income	
t h l y	_		Married F		
onthly	Child Tax Cre More than	after subtracting dit allowances are: and Less than	Married P	The amount of Idaho Income tax to withhold is:	
0	Child Tax Cre More than \$1	after subtracting dit allowances are: and Less than \$1,000	Married P	The amount of Idaho Income tax to withhold is:	
i m o	Child Tax Cre More than	after subtracting dit allowances are: and Less than	Married F	The amount of Idaho Income tax to withhold is:	\$1,000
i m o	Child Tax Cre More than \$1 \$1,000	after subtracting dit allowances are: and Less than \$1,000 \$1,125		The amount of Idaho Income tax to withhold is: \$0.00 1.125% of the amount over	\$1,000 \$1,125
ы Б	Child Tax Cre More than \$1 \$1,000 \$1,125	after subtracting dit allowances are: and Less than \$1,000 \$1,125 \$1,251	\$1 plus	The amount of Idaho Income tax to withhold is: \$0.00 1.125% of the amount over 3.125% of the amount over 3.625% of the amount over	\$1,000 \$1,125 \$1,251
m i m o	Child Tax Cre More than \$1,000 \$1,125 \$1,251 \$1,376 \$1,501	after subtracting dit allowances are: and Less than \$1,000 \$1,125 \$1,251 \$1,376 \$1,501 \$1,627	\$1 plus \$5 plus \$10 plus \$16 plus	The amount of Idaho Income tax to withhold is: \$0.00 1.125% of the amount over 3.125% of the amount over 3.625% of the amount over 4.625% of the amount over 5.625% of the amount over	\$1,000 \$1,125 \$1,251 \$1,376 \$1,501
e m i m o	Child Tax Cre More than \$1 \$1,000 \$1,125 \$1,251 \$1,376 \$1,501 \$1,627	after subtracting dit allowances are: and Less than \$1,000 \$1,125 \$1,251 \$1,376 \$1,501	\$1 plus \$5 plus \$10 plus \$16 plus \$23 plus	The amount of Idaho Income tax to withhold is: \$0.00 1.125% of the amount over 3.625% of the amount over 4.625% of the amount over 5.625% of the amount over 6.625% of the amount over	\$1,000 \$1,125 \$1,251 \$1,376 \$1,501 \$1,627
e m i m o	Child Tax Cre More than \$1,000 \$1,125 \$1,251 \$1,376 \$1,501	after subtracting dit allowances are: and Less than \$1,000 \$1,125 \$1,251 \$1,376 \$1,501 \$1,627	\$1 plus \$5 plus \$10 plus \$16 plus \$23 plus	The amount of Idaho Income tax to withhold is: \$0.00 1.125% of the amount over 3.125% of the amount over 3.625% of the amount over 4.625% of the amount over 5.625% of the amount over	\$1,000 \$1,125 \$1,251 \$1,376 \$1,501 \$1,627

	Si	ngle Person	s includin	g Head of Household
		after subtracting		The amount of Idaho Income
	allow	ances are:		tax to withhold is:
yroll Period	More than \$1,000 \$1,125 \$1,251 \$1,376 \$1,501 \$1,627 \$1,940	and Less than \$1,000 \$1,125 \$1,251 \$1,376 \$1,501 \$1,627 \$1,940	\$1 plus \$5 plus \$10 plus \$16 plus \$23 plus \$43 plus	3.625% of the amount over \$1,251 4.625% of the amount over \$1,376 5.625% of the amount over \$1,501 6.625% of the amount over \$1,627
Ра			Married F	Persons
ш	If wages a	after subtracting	iviai i ioa i	The amount of Idaho Income
<u>></u>		dit allowances are:		tax to withhold is:
Monthl	More than \$1 \$2,000 \$2,251 \$2,501 \$2,752 \$3,003 \$3,253 \$3,880	and Less than \$2,000 \$2,251 \$2,501 \$2,752 \$3,003 \$3,253 \$3,880		3.625% of the amount over \$2,501 4.625% of the amount over \$2,752 5.625% of the amount over \$3,003 6.625% of the amount over \$3,253

Table for Percentage Computation Method of Withholding

for **Weekly** Payroll Period and **Biweekly** Payroll Period

	Si	ngle Person	s includin	g Head of Househ	old
	If wages a	after subtracting		The amount of Idaho Income	
	allow	ances are:		tax to withhold is:	
5	More than \$1 \$231 \$260 \$289 \$318 \$346 \$375 \$448	and Less than \$231 \$260 \$289 \$318 \$346 \$375 \$448	\$0 plus \$1 plus \$2 plus \$4 plus \$5 plus \$10 plus		\$260 \$289 \$318 \$346 \$375
2			Married F	Persons	
-	If wages a	after subtracting		The amount of Idaho Income	
^	Child Tax Cre	dit allowances are:		tax to withhold is:	
	More than \$1 \$462 \$519 \$577 \$635 \$693 \$751	and Less than \$462 \$519 \$577 \$635 \$693 \$751 \$895	\$1 plus \$2 plus \$5 plus \$7 plus \$10 plus \$20 plus		\$519 \$577 \$635 \$693 \$751

	0:	l. D	- ! l!!		
			s includin	g Head of Household	1
		after subtracting		The amount of Idaho Income	
	allow	ances are:		tax to withhold is:	
р	More than	and Less than			
0	\$1	\$462		\$0.00	
Ĺ	\$462	\$519		1.125% of the amount over \$46	2
Ф	\$519	\$577	\$1 plus	3.125% of the amount over \$51	9
Д	\$577	\$635	\$2 plus	3.625% of the amount over \$57	7
	\$635	\$693	\$5 plus		
	\$693	\$751	\$7 plus		
0	\$751	\$895	\$10 plus		
_	\$895		\$20 plus	6.925% of the amount over \$89	15
>					
a					
Д			Married F	ersons	
>		after subtracting		The amount of Idaho Income	
l y	Child Tax Cre	dit allowances are:		tax to withhold is:	
e k	More than	and Less than			
е	\$1	\$923		\$0.00	
×	\$923	\$1,039		1.125% of the amount over \$92	!3
<u>.</u>	\$1,039	\$1,154	\$1 plus	3.125% of the amount over \$1,0	039
B	\$1,154	\$1,270	\$5 plus		
_	\$1,270	\$1,386	\$9 plus		
	\$1,386	\$1,501	\$14 plus		
	\$1,501 \$1,791	\$1,791		6.625% of the amount over \$1,56.925% of the amount over \$1,56.925% of the amount over \$1,56.925%.	
	φ1,191		φ40 plus	0.323 % Of the amount over \$1,	131

for Single or Head of Household with an Annual Payroll Period

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are-	nt le	\$ 12,000 12,600	13,200	14,400	15,000	16,200	16,800	17,400	18,000	19,200	19,800	20,400	21,000	22,200	22,800	23,400	24,000	25,200	25,800	26,400	27,000	28,200	28,800	30,000	30,600	31,200	31,800	32,400	33,600	34,200	34,800	35,400	36,600	37,200	37,800	38,400	39,600	10,200
ges –	: least	\$ 1 \$ 12,000	12,600	13,800	14,400	15,600	16,200	16,800	17,400	18,600	19,200	19,800	20,400	21,600	22,200	22,800	23,400	24,600	25,200	25,800	26,400	27,600	28,200	28,800	30,000	30,600	31,200	37,800	33,000	33,600	34,200	34,800	36,000	36,600	37,200	37,800	39,000	30,600

for **Single or Head of Household** with an **Annual** Payroll Period (continued)

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160	188	222	256	293	333	27.2	452	492	532	223	615	929	698	787	823	864	906	947	686	1030	1072	1113	1100	197	1280	1321	1363	1404	1446	1487	1529	1612	1654	1695	1737	1820	1861	1903	1944	1986	2028	2069	2111	2152	2035	2277
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731	773	814	856	897	939	1022	1064	1105	1147	1188	1230	1271	1313	1306	1438	1479	1521	1562	1604	1645	1687	1728	1770	1017	1895	1936	1978	2019	2061	2102	2144	2227	2269	2310	2352	2435	2476	2518	2559	2601	2643	2684	2726	2767	2850	2892
936	978	1019	1001	1102	1144	1227	1269	1310	1352	1393	1435	1476	1518	1601	1643	1684	1726	1767	1809	1850	1892	1933	19/5	2016	2100	2141	2183	2224	2266	2307	2349	2432	2474	2515	2557	2640	2681	2723	2764	2806	2847	2889	2931	2972	3055	3097
1141	1183	1224	1266	1307	1349	1432	1474	1515	1557	1598	1640	1681	1723	1806	1848	1889	1931	1972	2014	2055	2097	2138	2180	2221	2305	2346	2388	2429	2471	2512	2554	2637	2679	2720	2762	2845	2886	2928	2969	3011	3052	3094	3136	3177	3260	3302
1346	1388	1429	1471	1512	1554	1637	1679	1720	1762	1803	1845	1886	1928	2011	2052	2094	2136	2177	2219	2260	2302	2343	2383	2420	2510	2551	2593	2634	2676	2717	2/59	2842	2883	2925	2967	3050	3091	3133	3174	3216	3257	3299	3341	3382	3465	3507
1551	1593	1634	1676	1717	1759	1842	1884	1925	1967	2008	2050	2091	2133	2216	2257	2299	2341	2382	2424	2465	2507	2548	7530	2673	2715	2756	2798	2839	2881	2922	3005	3047	3088	3130	3172	3255	3296	3338	3379	3421	3462	3504	3546	3587	3670	3712
1,756	1,798	1,839	1,881	1,922	1,964	2,005	2,049	2,130	2,172	2,213	2,255	2,296	2,338	2,373	2,462	2,504	2,546	2,587	2,629	2,670	2,712	2,753	2,795	2,030	2,970	2,961	3,003	3,044	3,086	3,127	3,169	3,252	3,293	3,335	3,377	3.460	3.501	3,543	3,584	3,626	3,667	3,709	3,751	3,792	3,875	3,917
41,400	42,000	42,600	43,200	43,800	44,400	45,000	46,200	46,800	47,400	48,000	48,600	49,200	49,800	51,000	51,600	52,200	52,800	53,400	54,000	54,600	55,200	55,800	56,400	57,600	58,200	58,800	59,400	000'09	009'09	61,200	67 400	63,000	63,600	64,200	64,800	00,400	66.600	67,200	67,800	68,400	000'69	69,600	70,200	70,800	72,000	72,600
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for **Single or Head of Household** with a **Monthly** Payroll Period

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	n \$3	At least	300	1,050	1,100	1,130	1,200	1,300	1,350	1,400	1,450	1,500	1,550	1,650	1,700	1,750	1,800	1,850	1,950	2,000	2,050	2,100	2,150	2,200	2,230	2,350	2,400	2,450	2,500	2,550	2,600	2,700	2,750	2,800	2,900	2,950	3,000	3,050	3,100	3,200	3,250	3,300	2
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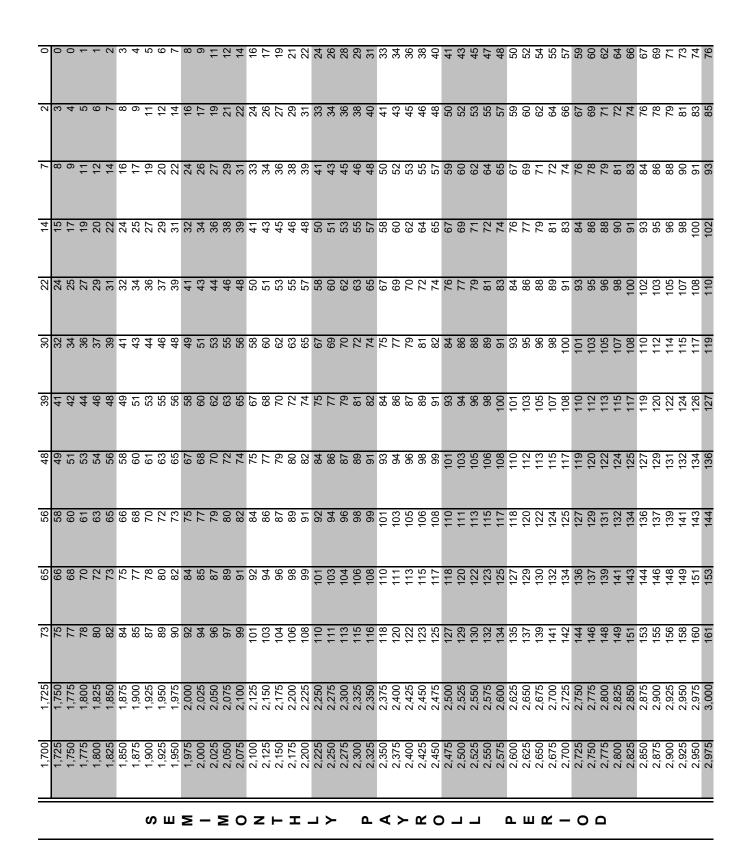
for **Single or Head of Household** with a **Monthly** Payroll Period (continued)

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for **Single or Head of Household** with a **Semimonthly** Payroll Period

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for **Single or Head of Household** with a **Semimonthly** Payroll Period (continued)



A Guide to Idaho Income Tax Withholding

01-16-2019 EPB00006

for **Single or Head of Household** with a **Biweekly** Payroll Period

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for **Single or Head of Household** with a **Biweekly** Payroll Period (continued)

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1,420	1,440	1,460	1,480	1,500	1,540	1,560	1,580	1,600	1,620	1,640	1,660	1,680	1,700	1,720	1,740	1,760	1,780	1,800	1,820	1,840	1,860	1,880	1,900	1,920	1,940	1,960	1,980	2,000	2,020	2,040	2,060	2,080	2,100	2,120	2,140	2,160	2,180	2,200	2,220	2,240	2,260	2,280	2,300	2,320	2,340	2,360	2,380	2,400	2,420

A Guide to Idaho Income Tax Withholding

01-16-2019 EPB00006

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for **Single or Head of Household** with a **Weekly** Payroll Period

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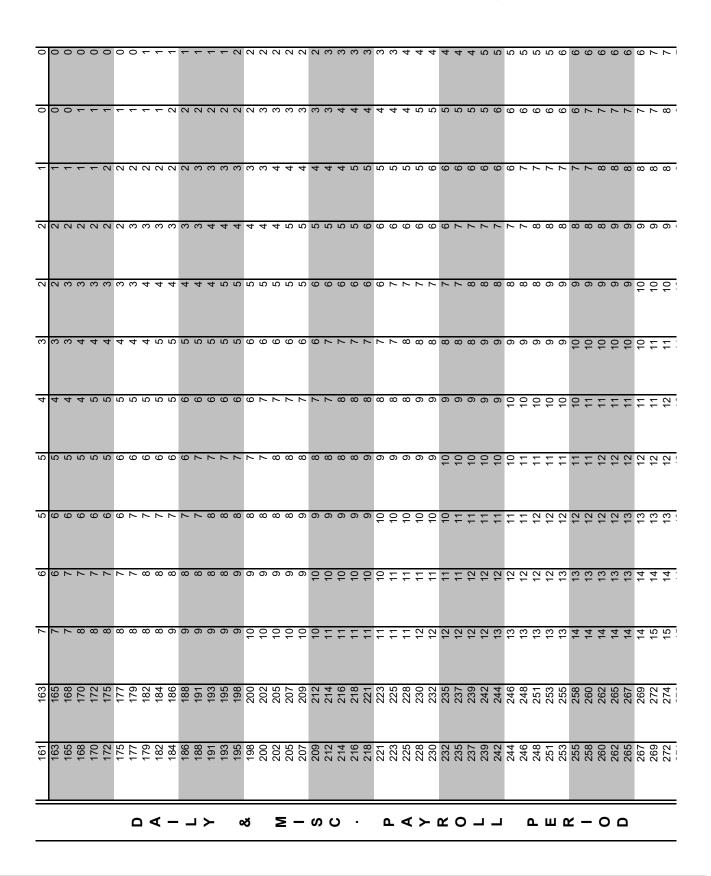
for **Single or Head of Household** with a **Weekly** Payroll Period (continued)

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1,190	1,210	1,230	1,250	1,270	1.310	1,330	1,350	1,370	1,390	1,410	1,430	1,450	1,470	1,510	1,530	1,550	1,570	1,590	1,610	1,630	1,650	1,670	1,690	1,710	1,730	1,750	1,770	1,790	1,810	1,830	1,850	1,870	1,030	0.0, 1	1,950	1,970	1,990	2,010	2,030	2,050	2,070	2,090	2,110	2,130	2,150	2,170	2.710	2,7,7
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for Single or Head of Household with a Daily or Miscellaneous Payroll Period

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for **Single or Head of Household** with a **Daily or Miscellaneous** Payroll Period (continued)



for Married with an Annual Payroll Period

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for Married with an Annual Payroll Period (continued)

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for $\boldsymbol{Married}$ with a $\boldsymbol{Monthly}$ Payroll Period

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for **Married** with a **Monthly** Payroll Period (continued)

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for **Married** with a **Semimonthly** Payroll Period

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for **Married** with a **Semimonthly** Payroll Period (continued)

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for **Married** with a **Biweekly** Payroll Period

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 | 1,140 | 1,160 | 1,100 | 1,220

 | 1,240 | 1,280 | 1,300
 | 1,320 | 1,360 | 1,380 | 1,420 | 1,440 | 1,460
 | 1,460 | 1,520 | 1,540 | 1,580 | 1,600 | 1,620 | 1,640 | 1,680 | 1,700
 | 1,720 | 1,740 | 1,780 | 1,800 | 1,840 |
 |
| At least | \$ 181 | 940 | 086 | 1,000 | 1,040

 | 1,060 | 1,000

 | 1,120 | 1,140 | 1,180 | 1,200

 | 1,240 | 1,260 | 1,280
 | 1,300 | 1,340 | 1,360 | 1,400 | 1,420 | 1,440
 | 1,480 | 1,500 | 1,520 | 1,560 | 1,580 | 1,600 | 1,620 | 1,660 | 1,680
 | 1,700 | 1,720 | 1,760 | 1,780 | 1,820 | -
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for Married with a Biweekly Payroll Period (continued)

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for **Married** with a **Weekly** Payroll Period

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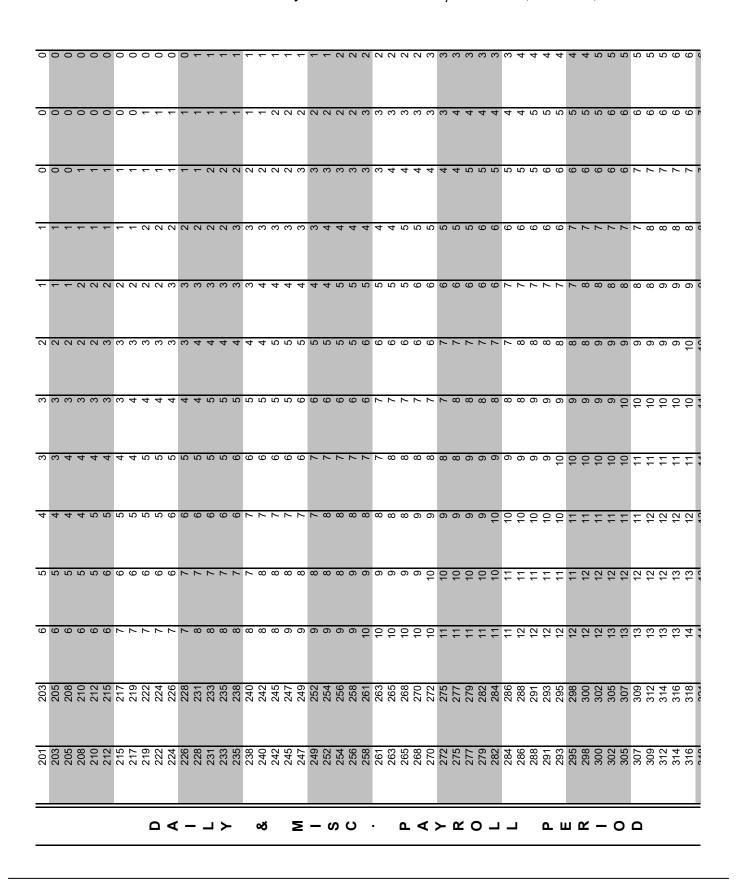
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for Married with a Daily or Miscellaneous Payroll Period

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for Married with a Daily or Miscellaneous Payroll Period (continued)





Form ID W-4 Employee's Withholding Allowance Certificate

Complete Form ID W-4 so your employer can withhold the correct amount of state income tax from your paycheck. Sign the form and give it to your employer. **Use the information on the back** to calculate your Idaho allowances and any additional amount you need withheld from each paycheck. If you plan to itemize deductions, use the worksheet at **tax.idaho.gov/w4**.

Withholding Status

Check the "A" box (Single) if you're:

- Single with one job or single with multiple jobs
- Filing as head of household

Check the "B" box (Married) if you're:

- Married filing jointly with one job and your spouse doesn't work
- A qualifying widow(er)

Check the "C" box (Married, but withhold at Single rate) if you're:

- Married filing jointly and both people work (or you have multiple jobs)
- Married filing separately

Your signature

	- CUT HER	E — — —	
State Tax Commission Form ID W-4 Employee's Win	thholdi	ng Allowance	e Certificate
WITHHOLDING STATUS (see information ab	oove)		
A (Single) B (Married) C (Mar	ried, but w	ithhold at Single rat	e)
1. Total number of Idaho allowances you're claim	ning		
2. Additional amount (if any) you need withheld f	rom each p	paycheck (Enter wh	ole dollars)
			Your Social Security number (required)
Your first name and initial	Last name		
Current mailing address	•		
City		State	ZIP Code
Under penalties of perjury, I declare that to the be allowances on line 1 above.	st of my kr	nowledge and belief	I can claim the number of withholding

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Date

1. Total number of allowances you're claiming.

Enter the number of children in your household age 16 or under as of December 31, 2019. If you have no qualifying children, enter "0." If your filing status will be head of household on your tax return, add "2" to the number of qualifying children. **Don't claim allowances for you or your spouse**. You can claim fewer allowances but not more.

If you're married, claim your allowances on the W-4 for the highest-paying job for the most accurate withholding. If you're married filing jointly, only one of you should claim the allowances. The other should claim zero allowances.

If you work for more than one employer at the same time, you should claim zero allowances on your W-4 with any employer other than your principal employer.

Write **Exempt** on line 1 if you meet **both** of the following conditions:

- Last year I had no Idaho income tax liability and
- This year I expect to have no Idaho income tax liability

2. Additional amount, if any, you need withheld from each paycheck.

If you're single or married filing separately and have more than one job at a time, complete the worksheet below to calculate any additional amount you need withheld from each paycheck.

1.	Other than your primary job, how many jobs do you expect to have at the same time during 2019? (Don't count your primary job.)
2.	Multiply the number on line 1 by \$12,200
3.	Enter an estimate of your 2019 income from other jobs (not including your primary job)
4.	Enter the smaller of lines 2 or 3
5.	If you completed the itemized deduction worksheet for Idaho (tax.idaho.gov/w4), enter the number from line 4. Otherwise, enter "0"
6.	Multiply the number on line 5 by \$2,960
7.	Subtract line 6 from line 4
8.	Multiply line 7 by 6.925% (.06925). This is the additional amount you need to withhold annually
9.	Divide the amount on line 8 by the number of your remaining pay periods in 2019. Enter the number on line 2 of the W-4 as the additional amount you need withheld from each paycheck

Contact us:

In the Boise area: (208) 334-7660 | Toll free: (800) 972-7660 Hearing impaired (TDD) (800) 377-3529

tax.idaho.gov/contact

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