## 2019

## Minnesota

 Income Tax Withholding
## Instruction Booklet and Tax Tables

Start using this booklet Jan. 1, 2019
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## Need help with your taxes?

We're ready to answer your questions!

- Email: withholding.tax@state.mn.us
- Phone: 651-282-9999 or 1-800-657-3594
$\square$ Hours: 8:00 a.m. - 4:30 p.m. Monday through Friday
This information is available in alternate formats.

File your return and pay your taxes electronically at:
www.revenue.state.mn.us

## Forms and Fact Sheets

Withholding tax forms and fact sheets are available on our website at www.revenue.state.mn.us, or by calling 651-282-9999 or 1-800-657-3594 (toll-free).

## Forms

IC134 Withholding Affidavit for Contractors
MWR Reciprocity Exemption/Affidavit of Residency
W-4MN Minnesota Employee Withholding Allowance/Exemption Certificate
Withholding Fact Sheets
2 Submitting Form W-2 and W-2c Information
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The information you provide on your tax return is private by state law. The Minnesota Department of Revenue cannot provide it to others without your consent except to the Internal Revenue Service, other states that guarantee the same privacy, and certain government units as provided by law.

Directory

| Withholding |  |
| :---: | :---: |
| Tax Information | 651-282-9999 or |
| (Monday-Friday, 8:00 a.m to 4:30 p.m.) | 1-800-657-3594 |
|  | www.revenue.state.mn.us |
|  | email: withholding.tax@state.mn.us |
| e-Services | www.revenue.state.mn.us |
|  | 1-800-570-3329 |
| Business Registration | www.revenue.state.mn.us |
|  | email: business.registration@state.mn.us |
|  | 651-282-5225 or 1-800-657-3605 |
| Federal offices |  |
| Internal Revenue Service (IRS) | www.irs.gov |
|  | 1-800-829-1040 |
| Business taxes | 1-800-829-4933 |
| Forms order line | 1-800-829-3676 |
| U.S. Citizenship and Immigration Services |  |
| (1-9 forms) | www.uscis.gov |
|  | 1-800-375-5283 |
| Social Security Administration | www.ssa.gov/employer |
|  | 1-800-772-1213 |
| Minnesota state offices |  |
| Employment and Economic Development (unemployment insurance) | www.uimn.org |
|  | 651-296-6141 (press "4") |
|  | email: ui.mn@state.mn.us |
| Human Services |  |
| New Hire Law | www.mn.gov/dhs |
|  | 651-227-4661 or 1-800-672-4473 |
|  | fax: 1-800-692-4473 |
| Labor and Industry |  |
| Labor Standards | www.dli.mn.gov |
|  | 651-284-5005 or 1-800-342-5354 |
| Workers' Compensation | www.dli.mn.gov/workcomp.asp |
|  | 651-284-5005 or 1-800-342-5354 |
|  | email: dli.communications@state.mn.us |

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1-800-570-3329
email: business.registration@state.mn.us
651-282-5225 or 1-800-657-3605

## Federal offices

Sign up for email updates!
Look for the red envelope on our website.

## Business Tax Workshops

Learn about business taxes from the experts.
Sign up now for FREE classes!
For a schedule of upcoming workshops, go to our website and click on Business Center under For Businesses.

Workshops are developed for business owners, bookkeepers, purchasing agents, and accounting personnel in the private and public sectors who want or need a working knowledge of Minnesota tax laws. Continuing Professional Education $(C P E)$ credits are offered for completing some classes.

## Interest Rate

The 2019 interest rate is $5(.05)$ percent.

## W-2 and 1099 Submissions

We have enhanced W-2 and 1099 submissions in our e-Services system. You can now use e-Services to upload files, including compressed (.zip) files, as large as 30 megabytes. If you need to upload files larger than 30 megabytes, call us at 651-282-9999 or 1-800-657-3594 (toll-free). You also no longer need an active withholding account to submit W-2 and 1099 information. Instead, you only need to be registered in e-Services.

## Electronic W-2c Filing

You can now electronically submit Form W-2c information to us through e-Services.

For instructions on submitting W-2cs electronically, go to www.revenue.state.mn.us and type Withholding Fact Sheet 2 in the Search box.

## Form W-4MN

Form W-4MN has been updated to include steps for employees to calculate their Minnesota withholding allowances. Employees may use Section 1 of Form W-4MN to calculate these allowances.

Due to federal law changes, we recommend that employees use Form W-4MN to find their Minnesota withholding allowances separate from their federal allowances.

If an employee does not complete Form W-4MN, employers can continue to use the allowances from a federal Form W-4 completed by the employee.

## Tax Law Changes

For detailed information on tax law changes, go to our website and choose Tax Law Changes on the home page.

## Register for a Minnesota Tax ID Number

You must register to file withholding tax if any of the following are true:

- You have employees and anticipate withholding tax from their wages in the next 30 days
- You agree to withhold Minnesota taxes when you are not required to withhold
- You pay nonresident employees to do work for you in Minnesota (see "Exceptions" on page 4)
- You make mining and exploration royalty payments on which you are required to withhold Minnesota taxes
- You are a corporation with corporate officers performing services in Minnesota who will have withholding from their wages
If you do not register before you start withholding tax, you may be assessed a $\$ 100$ penalty.

To register for a Minnesota Tax ID Number, go to our website. If you do not have internet access, contact Business Registration (see page 2).

Note: If your business currently has a Minnesota ID number for other Minnesota taxes, you can add a withholding tax account to your ID number. To update your business information, log into our e-Services system or contact Business Registration (see page 2).

## Employers Using Payroll Services

If you contract with a payroll service company, you are responsible for ensuring they file your returns and make your payments on time.

We must notify you of any underpayment on your withholding account. If you receive a notice, work with your payroll service company to decide which of you will contact us to correct your account.

Payroll service companies (also known as third-party bulk filers) must register with us and give us a list of clients for whom they provide tax services. They are required to send us any tax they collect from clients electronically.

For details, see Withholding Fact Sheet 5, Third-Party Bulk Filers.

## Third-Party Bulk Filers - Payroll Service Providers

A third-party bulk filer-also known as a payroll service provider-is a person or company who has custody or control over another employer's funds for the purpose of filing returns and depositing tax withheld.

Register for a Minnesota tax ID number As a third-party bulk filer, you and each of your clients must have a valid Minnesota tax ID number. To get a tax ID number, go to our website and click Business Center under For Businesses, or call 651-2825225 or 1-800-657-3605 during business hours.

## File Returns and Deposit Tax Electronically

 As a third-party bulk filer, you must file returns, make deposits, and submit W-2 and 1099 information electronically using our e-Services system.When filing returns, you can manually enter each client's filing information or send an electronic file (in a spreadsheet format) that containing your clients' information. Both options use e-Services. To find file layout information, go to www.revenue.state. mn .us and type withholding file formats into the Search box.

## Update Client Information

If you have clients to add or remove, you must provide us with updated client information at least once per month. To update client information, go to our website and $\log$ in to e-Services.

For additional information, including registering and responsibilities, see Withholding Fact Sheet 5, Third-Party Bulk Filers.

If you employ anyone who works in Minnesota, or is a Minnesota resident, and you are required to withhold federal income tax from that employee's wages, you must also withhold Minnesota income tax in most cases.

If you are not required to withhold federal income tax from your employee's wages, you are not required to withhold Minnesota income tax in most cases.

You can find the rules for determining if you are required to withhold federal taxes in federal Circular E, IRS Publication 15 (www.irs.gov).

If you pay any employee-including your spouse, children, relatives, friends, students, or agricultural help-to perform services for your business, withholding is required. A worker is considered an employee if you control what they do and how they do it.
Any officer performing services for a corporation is an employee, and their wages are subject to withholding.
For details, see Withholding Fact Sheet 6, Corporate Officers.
You must withhold Minnesota income tax from wages you pay employees and send the amount withheld to the Minnesota Department of Revenue. You must withhold tax even if you pay employees in cash or give them other goods or services in exchange for working for you. Goods and services are subject to Minnesota withholding tax to the same extent they are subject to federal withholding tax.
For details, see:

- Withholding Fact Sheet 9, Definition of Wages
- Withholding Fact Sheet 10 , New

Employer Guide

## Employee or Independent Contractor

Worker classification is a matter of law, not choice. When evaluating worker classification, we consider many factors falling into three categories: the relationship of the parties, behavioral control, and financial control.
An employer who misclassifies an employee as an independent contractor is subject to a tax equal to 3 percent (.03) of the the employee's wages. The employee may not claim the tax as a credit (withholding) on their Minnesota Individual Income Tax return.

Withholding Fact Sheet 8, Independent Contractor or Employee.

## Withhold From Income Assignable to Minnesota

## Minnesota Residents

You may be required to withhold Minnesota income tax from wages paid to a Minnesota resident regardless of where they performed the work (even if outside the United States).
See information on page 5 to determine
Minnesota tax to withhold.

## Residents of Another State

If you are required to withhold federal income tax from a nonresident employee's wages for work performed in Minnesota, you must also withhold Minnesota income tax in most cases.

Exceptions: You are not required to withhold Minnesota tax if either of the following are true:

- The employee is a resident of Michigan or North Dakota and meets the reciprocity agreement provisions (see "Reciprocity for Residents of Michigan or North Dakota" on this page)
- The amount you expect to pay the employee is less than Minnesota's income tax filing requirement for nonresidents, which is $\$ 10,650$
Note: Wages earned while a taxpayer was a Minnesota resident, but received when the taxpayer was a nonresident, are assignable to Minnesota and are subject to Minnesota withholding tax. Wages include all income for services performed in Minnesota (such as severance pay, equity based awards, and other non-statutory deferred compensation).
For details, see "Form W-2 Wage Allocation" on page 12 and Withholding Fact Sheet 19, Nonresident Wage Income Assigned to Minnesota.


## Reciprocity for Residents of Michigan or North Dakota

Minnesota has income tax reciprocity agreements with Michigan and North Dakota. Under these agreements, you are not required to withhold Minnesota income tax from wages if all of the following apply:

- Your employees are Michigan or North Dakota residents.
- They work in Minnesota.
- They give you a properly completed Form MWR, Reciprocity Exemption/ Affidavit of Residency, each year. (You must send us copies of these forms.)

Although you are not required to withhold income tax for the reciprocity state, we encourage you to do so as a courtesy to your employee. If you agree to withhold, contact the Michigan or North Dakota revenue department for information.
For details, see Withholding Fact Sheet 20, Reciprocity - Employee Withholding.

## Interstate Carrier Companies

If you operate an interstate carrier company and have employees who regularly perform assigned duties in more than one state (such as truck drivers, bus drivers, or railroad workers), withhold income tax for their state of residence only.

## Interstate Air Carrier Companies

If you operate an interstate air carrier company and have employees who perform regularly assigned duties on aircraft in more than one state, you must withhold income tax for their state of residence and any state in which they earn more than 50 percent of their pay. Your employees are considered to have earned more than 50 percent of their pay in any state where scheduled flight time is more than 50 percent of total scheduled flight time for the calendar year

## Nonresident Entertainer Tax

Regular Minnesota income tax does not apply to entertainers who are residents of other states and perform in Minnesota. Instead, their earnings are subject to Minnesota's Nonresident Entertainer Tax. This tax is 2 percent of the gross compensation received by a nonresident entertainer or entertainment entity. This tax does not apply to Michigan or North Dakota residents (see "Reciprocity for Residents of Michigan or North Dakota" on this page).
The term entertainment entity includes any of the following:

- An independent contractor paid for providing entertainment
- A partnership paid for providing entertainment provided by entertainers who are partners
- A corporation paid for entertainment provided by entertainers who are shareholders of the corporation

The promoter (person responsible for paying the entertainment entity) must deduct the tax and send it to us.

## Withholding Requirements

Report and pay the nonresident entertainer tax on Form ETD, Nonresident Entertainer Tax, Promoter's Deposit Form, by the end of the month following the performance. File Form ETA, Nonresident Entertainer Tax, Promoter's Annual Reconciliation, by January 31 of the following year. Do not report the nonresident entertainer tax with the income tax you withhold from your employees.
The nonresident entertainer must file Form ETR, Nonresident Entertainer Tax Return, by April 15 of the following year.
For details, see Withholding Fact Sheet 11, Nonresident Entertainer Tax.

## Other Types of Withholding

## Royalty Payments

If you pay mining and exploration royalties for use of Minnesota land, you must withhold income tax on the royalties. The withholding rate is 6.25 percent (.0625) of the royalties paid during the year.

## Pension and Annuities

You may withhold Minnesota income tax from pension and annuity payments if the recipient requests it. If you agree to withhold, follow the same rules as withholding on wages (see page 6).

## Surety Deposits

If you contract with a non-Minnesota construction contractor to perform construction work in Minnesota, you must withhold 8 percent (.08) of the payments when the contract's value exceeds $\$ 50,000$.

Before the project begins, non-Minnesota contractors can apply for an exemption from the surety deposit requirements by filing Form SDE, Exemption from Surety Deposits for Non-Minnesota Contractors. They must file a Form SDE for each project. If the exemption is approved, we will certify and return the form to the non-Minnesota contractor, who then gives it to you.
If the non-Minnesota contractor does not present an approved Form SDE, use Form SDD, Surety Deposits for Non-Minnesota Contractors, to make the surety deposits. The non-Minnesota contractor may then apply for a refund using Form SDR, Refund of Surety Deposits for Non-Minnesota Contractors, once they have registered for and paid all state and local taxes for the project.
For details, see Withholding Fact Sheet 12, Surety Deposits for Non-Minnesota Construction Contractors.

## Withholding Affidavits for Construction Contractors

If you are a construction contractor, you must comply with Minnesota's withholding tax requirements when working on a project for the state of Minnesota or its political subdivisions (such as counties, cities, or school districts).
You can submit your IC134 in either of the following ways:

- Electronically using e-Services (printable confirmation page available immediately upon approval)
- By mail using Form IC134 (approval in 4 to 6 weeks)
For details, see Withholding Fact Sheet 13, Construction Contracts with State or Local Government Agencies.


## Residents Working Outside Minnesota

Minnesota Residents Working in Other States
If you employ a Minnesota resident who works in another state (other than Michigan or North Dakota where reciprocity agreements apply; see page 4), you may be required to withhold tax for Minnesota, for the state where the employee is working, or for both.
To determine if you should withhold tax for the state in which the employee is working, contact the other state. To determine if you are required to withhold Minnesota tax, complete the worksheet below.

## Minnesota Residents Working Outside the United States

If you employ a Minnesota resident who works outside the United States, you are required to withhold Minnesota tax on wages subject to U.S. federal income tax withholding. See "Form W-2 Wage Allocation" on page 12.

## Worksheet for Residents Working Outside Minnesota

1. Enter the tax that would have been withheld if the employee
had performed the work in Minnesota (use Minnesota tax tables) .................................. 1
2. Enter the tax you are withholding for the state in which the employee works .................. 2
3. If line 1 is more than line 2 , subtract line 2 from line 1 .

Send this amount to the Minnesota Department of Revenue 3
If line 1 is less than line 2 , do not withhold Minnesota income tax. Send the amount on line 2 to the state in which the employee is working.

## Forms for Minnesota Withholding Tax

## Employee's Withholding Allowance Certificates

## Federal Withholding Allowances

You must have all new employees complete federal Form W-4 (available at www.irs.gov) when they begin employment to determine the number of federal withholding allowances to claim.

If new employees do not give you a completed Form W-4 before the first wage payment, withhold tax as if they are single with zero withholding allowances.

Keep all forms with your records.
Minnesota Withholding Allowances
Use the same number of allowances reported on federal Form W-4 to determine your employees' Minnesota withholding.
However, your employees must provide you a completed Form W-4MN, Minnesota Employee Withholding Allowance/Exemption Certificate, if they:

- Claim fewer Minnesota withholding allowances than federal allowances
- Claim more than 10 Minnesota withholding allowances
- Request additional Minnesota withholding to be deducted each pay period
- Claim to be exempt from Minnesota income tax withholding. (Your employees must meet one of the requirements listed in section 2 of Form W-4MN.)

You are not required to verify the number of withholding allowances your employees claim. You should honor each Form W-4 and W-4MN unless we instruct you differently.

When to send us Form W-4MN copies
Send us copies of Form W-4MN at the address provided on the form if any of the following are true:

- Your employees claim more than 10 Minnesota withholding allowances
- Your employees claim to be exempt from Minnesota withholding and you reasonably expect wages to exceed $\$ 200$ per week, unless they are Michigan or North Dakota residents (see page 4) have completed Form MWR
- You believe your employees are not entitled to their number of allowances claimed
Note: If an employee claims to be exempt from Minnesota withholding, you need to have them complete a new Form W-4MN each year.


## Penalties

We may assess a $\$ 500$ penalty on any employee who knowingly files an incorrect Minnesota Withholding Allowance/ Exemption Certificate.

We may assess an employer a $\$ 50$ penalty for each Form W-4MN not filed with us when required.

## Federal Form W-4P <br> Withholding Certificate for Pension or Annuity Payments

Withhold Minnesota income tax from pension and annuity payments only if the recipient requests it.
If you agree to withhold, ask the recipient to fill out Form W-4MN.

Use the withholding tables on pages 16-33 to determine how much to withhold. The withholding amount is determined as though the annuity was a wage payment.
If you use a computer to determine how much to withhold, use the formula on page 34.

The wage total entered on your withholding tax return should not include pension and annuity payments. However, the total amount withheld should include the tax withheld from pension and annuity payments as well as tax withheld from your employees' wages.

Provide a Form 1099-R to the pension and annuity recipient at year-end showing payment and withholding amounts.

Keep all Forms W-4P with your records.

## Determine Amount to Withhold

## Wages

Determine the Minnesota income tax withholding amount each time you pay wages to an employee. For details, see Withholding Fact Sheet 9, Definition of Wages.

1. Use each employee's total wages for the pay period before deducting any taxes.
For nonresidents, use only the wages paid for work performed in Minnesota.
2. Use each employee's Minnesota withholding allowances and marital status as shown on the employee's Form W-4 or W-4MN.
3. Using the information from steps 1 and 2, determine the Minnesota income tax withholding from the tables on pages 16-33 of this booklet. Use the appropriate table based on your employee's marital status and how often you pay them. If you use a computer to determine how much to withhold, use the formula on page 34 .

Note: If your employees' wages or withholding allowances change or you change how often you pay them, the amount you withhold may also change.

## Overtime, Commissions, Bonuses, and Other Supplemental Payments

Supplemental payments made to an employee separately from regular wages are subject to the 6.25 percent Minnesota withholding regardless of how many allowances employees claim. Multiply the supplemental payment by 6.25 percent (.0625) to calculate the Minnesota withholding.

If you make supplemental payments to an employee at the same time you pay regular wages, and you list the two payments separately on your payroll records, choose one of the following methods to determine how much to withhold:

- Method 1: Add the regular wages to the supplemental payment and use the tax tables to find how much to withhold from the total.
- Method 2: Use the tax tables to determine how much to withhold from the regular wages alone. Multiply the supplemental payment by 6.25 percent (.0625) to determine how much to withhold from that payment.

If you do not list the regular wages and the supplemental payment separately on the employee's payroll records, you must use Method 1.

## Backup Withholding

Minnesota follows the federal provisions for backup withholding on payments for personal services. Personal services include work performed for your business by a person who is not your employee. If the person performing services for you does not provide a Social Security or tax ID number, or if the number is incorrect, you must withhold tax equal to 9.85 percent (.0985) of the payments. If you do not, we may assess you the amount you should have withheld plus any penalties and interest.

## This tool can help you calculate Minnesota withholding tax on:

- Regular wages (employee payroll)
- Supplemental payments (overtime, commissions, and bonuses)
- Payments made for personal services
- Payments dated January 1, 2009 through the end of the current year

To use the calculator, go to www.revenue.state.mn.us and type withholding tax calculator in the Search box.

There are two deposit schedules - semiweekly or monthly - for determining when you deposit income tax withheld. Tax is considered withheld at the time you pay your employees, not when they perform the work. For example, if you paid an employee in January for work performed in December, the tax is considered withheld in January, not December. Your Minnesota deposit schedule is determined by your federal deposit schedule and the amount of tax you withheld.

When depositing tax, include all Minnesota income tax withheld from:

- Employees
- Corporate officers for services performed
- Pensions and annuities


## Deposit Schedules

Most employers are required to file withholding tax returns quarterly. Quarterly filers must deposit Minnesota tax according to their federal deposit schedule.

## Semiweekly Deposit Schedule

You must deposit Minnesota withholding tax following a semiweekly schedule if both of the following are true:

- The Internal Revenue Service (IRS) requires you to deposit semiweekly
- You withheld more than $\$ 1,500$ in Minnesota tax in the previous quarter


## If your payday is:

- Wednesday, Thursday, or Friday, your deposit is due the Wednesday after payday.
- Saturday, Sunday, Monday, or Tuesday, your deposit is due the Friday after payday.
One-day Rule. Minnesota did not adopt the federal "one-day rule" for federal liabilities over $\$ 100,000$. If you meet the federal oneday rule requirements, you can still deposit your Minnesota withholding tax according to your deposit schedule.


## Monthly Deposit Schedule

You must deposit Minnesota withholding tax following a monthly schedule if both of the following are true:

- The IRS requires you to deposit monthly
- You withheld more than $\$ 1,500$ in Minnesota tax in the previous quarter
Monthly deposits are due by the 15 th day of the following month.


## Deposit Schedule Exception

You may deposit the entire Minnesota tax withheld for the current quarter if both of the following are true:

- You withheld $\$ 1,500$ or less in Minnesota tax in the previous quarter
- You filed that quarter's return on time

Quarterly deposits are due April 30, July 31, and October 31 of the current year and January 31 of the following year.
Deposits must be made electronically, if required, or postmarked by the U.S. Post Office (not by a postage meter) on or before the due date. If the deposit due date falls on a weekend or holiday, the due date is extended to the next business day. For details, see "Due Dates for Filing and Paying" on our website.

## Annual Deposit Schedule

If you meet the requirements to be an annual filer (see page 9) and you withheld $\$ 500$ or less prior to you may pay the entire amount of withholding on January 31 when the annual return is due. However, you must make deposits each time the total tax withheld exceeds $\$ 500$ during the year. Deposits are due the last day of the month following the month in which amounts withheld exceed $\$ 500$ (except December).

## Electronic Deposit Requirements

You must make your deposits electronically if you meet one of the following requirements:

- You withheld a total of $\$ 10,000$ or more in Minnesota income tax during the last 12-month period ending June 30
- You are required to electronically pay any other Minnesota business tax to the Minnesota Department of Revenue
- You use a payroll service company

If you're required to pay business taxes electronically for one year, you must continue to do so for all future years.
If you are required to deposit electronically and do not, we will apply a 5 percent (.05) penalty to payments not made electronically, even if you make them on time.

## How to Make Deposits

## Deposit Electronically

You can make deposits online using e-Services, our electronic filing and paying system. Go to our website to $\log$ in to e-Services.
If you do not have internet access, call 1-800-570-3329 to deposit by phone. For either method, follow the prompts for a business to make a withholding tax payment. When paying electronically, you must use an account not associated with any foreign banks.
For additional information, see the withholding tax help link in e-Services.

## Deposit by Check

If you are not required to deposit electronically, you may pay by check. You must mail your deposit with a personalized payment voucher.

Go to our website and select Make a
Payment under For Businesses. Enter the required information and print the voucher. A personalized scan line will be printed at the bottom of the voucher using the information you provided.
If you do not have internet access, call 651-282-9999 or 1-800-657-3594 (toll-free) and to ask us to mail payment vouchers to you.
Your check authorizes us to make a onetime electronic fund transfer from your account. You will not receive your canceled check.
For additional payment methods, including ACH electronic payment, credit or debit card, and bank wire, see page 11.

## Are you a quarterly filer or an annual filer?

Return filing due dates differ depending on whether you are a quarterly filer or an annual filer. Most employers are quarterly filers.
To qualify for annual filing, you must have a filing history of withholding $\$ 500$ or less in prior calendar years or meet other special criteria. To verify your filing status, contact us (see page 2 for contact information).

## All Filers

When entering wages paid during the reporting period, enter the total gross wages and any other compensation subject to Minnesota income tax withholding (such as commissions, bonuses, the value of goods and services given in place of wages, and tips employees received and reported to you during the quarter). See "Form W-2 Wage Allocation" on page 12.
Also include:

- Compensation paid to corporate officers for services performed
- Wages for employees who completed Form MWR
- Nontaxable contributions to retirement plans
Do not include 1099 income, pension payments, or annuity payments.


## Quarterly Filers

You must file a return for all four quarters, even if you deposited all tax withheld or did not withhold tax during the quarter. Your quarterly returns are due April 30, July 31, and October 31 of the current year and January 31 of the following year.
Use Worksheet A on page 10 to help you prepare to file your quarterly returns. We recommend making copies of the blank worksheet to use each quarter.

Worksheet A (see page 10)
Line 1. Enter wages paid to employees during the quarter.
Line 2. Enter the total number of employees during the quarter.
Line 3. Enter the total Minnesota income tax withheld during the quarter. Include income tax withheld from pension or annuity payments.

## Seasonal Businesses

If you consistently withhold tax in the same quarters each calendar year (up to three, but not all four), you may choose to deposit and file for only the quarters you pay wages. For more information, go to our website and type Withholding for Seasonal Businesses in the Search box. You can also call 651-282-9999 or 1-800-657-3594 (toll-free).

## Annual Filers

Your annual return is due by January 31 each year. You will need to complete your W-2s and 1099s before filing your return (see "Forms W-2 and 1099" on page 12). After they are complete, calculate the total state wages (see "All Filers" on this page).
Use Worksheet B on page 10 to help you prepare to file electronically.

Worksheet B (see page 10)
Line 1. Enter wages paid to employees during the year.
Line 2. Enter the total number of employees during the year.
Line 3. Enter the total Minnesota income tax withheld during the year. Include income tax withheld from pension or annuity payments.

## Report Federal Changes

If the IRS changes or audits your federal withholding tax return or you amend your federal return, and those changes affect wages reported on your Minnesota return, you must amend your Minnesota return.
File an amended Minnesota withholding tax return (see page 14) within 180 days after the IRS notifies you or after you file a federal amended return.
If the changes do not affect your Minnesota return, you have 180 days to send us a letter of explanation. Send your letter and a copy of your amended federal return or the IRS correction notice to Minnesota Revenue, Mail Station 5410, St. Paul, MN 55146-5410.
If you fail to report federal changes as required, we may assess a penalty equal to 10 percent of any additional tax due.

## Worksheet $\mathbf{A}$ (for quarterly filers only)



Annual return for $\qquad$ (year) Minnesota tax ID

1 Wages paid to employees during the year (from Forms W-2)

1
2 Total number of employees during the year 2 $\qquad$
3 Total Minnesota income tax withheld for the year reported on Forms W-2 and 1099 (from Table A).
.3 $\qquad$
4 Total deposits and credit (sum of Table B and any
credits carried forward from prior year) . ....................... . . 4
5 Total amount due. Subtract line 4 from line 3. (If result is less than zero, go to line 6)

5
$\qquad$

To pay electronically, enter the following banking information:
Routing Number: $\qquad$ Account Number: $\qquad$
6 If line 5 is less than zero, the system will carry the amount forward to the next year unless you choose to have some or all of the amount to be refunded. Indicate your choice below:
6a Credit to carry forward: $\qquad$
(include on line 4 of next year's Worksheet B)
6b Credit to be refunded: $\qquad$
To request direct deposit, enter the following banking information:
Routing Number: $\qquad$ Account Number: $\qquad$

You must file your return electronically. See instructions on page 11.

You must file Minnesota withholding tax returns electronically or by phone. You can file current, past-due, and amended returns.
For additional information, see
Withholding Tax Help in e-Services.

## What You Need

To file, you need the following:

- Your username (or Minnesota Tax ID Number, if filing by phone) and password
- Your completed Worksheet A or B (page 10) for the period you are filing
- Your bank's nine-digit routing number and your bank account number (if you are making a payment with your return)
You must be registered for withholding tax for the period you wish to file. To register or update your business information, go to our website or contact Business Registration (see page 2 for contact information).


## File by Internet

Go to www.revenue.state.mn.us and $\log$ in to e-Services for businesses.

You will need internet access with a browser that supports 128-bit encryption, such as Internet Explorer 8.0 to 11.0, Mozilla Firefox 3.0 or higher, Google Chrome, or Safari 5.X.

## File by Phone

If you do not have internet access, call 1-800-570-3329 to file using a touch-tone phone.

## Pay the Balance Due

If you owe additional tax, you must pay it in one of the following ways:

## Electronically with e-Services

You can pay when you file your return. Follow the prompts on our e-Services or telephone system. You will need your bank's routing number and your account number. When paying electronically, you must use an account not associated with any foreign banks.

Note: If you pay electronically using e-Services, you can view a record of your payments. Access your withholding tax account and choose Manage payments under the I Want To menu.
If you currently have a debit filter on your bank account, you must let your bank know to add our new ACH Company ID as an exception. The new ACH Company ID is X416007162. If you do not add the number when required, your payment transaction will fail.

## Electronically by ACH Credit Method

 ACH credit payments are initiated by you through your financial institution. You authorize your bank to transfer funds to the state's bank account. The bank must use ACH file formats, which are available on our website or by calling our office. Your financial institution may charge you for each transaction.
## By Credit or Debit Card

For a fee, you can pay your tax by credit or debit card through Value Payment Systems, LLC. To use this service, go to www.paytax.at/mn or call 1-855-947-2966.

## Bank Wire

You can authorize a direct transfer from your bank account to the Minnesota Department of Revenue. For information on how to make a bank wire transfer, call us at 651-556-3003 or 1-800-657-3909 (toll-free).

## By Paper Check

If you are not required to pay electronically (see "Electronic Deposit Requirements" on page 8 ), you may pay by check. You must mail your payment with a personalized payment voucher.
Go to our website and choose Make a Payment under For Businesses. Enter the required information and print the voucher. A personalized scan line will be printed at the bottom of the voucher using the information you provided.
If you do not have internet access, call us at 651-282-9999 or 1-800-657-3594 (toll-free) and ask us to mail personalized vouchers to you.

Your check authorizes us to make a onetime electronic fund transfer from your account. You will not receive your canceled check.

## Forgot Your Password?

You can reset your password online from the e-Services login screen by selecting the Forgot Your Password? link.

## You will need:

- Your username
- Answer to your security question
- A new password that is $8-16$ characters long that contains both numbers and letters

We will send an email with a link to reset your password.

## Manage Online Profile Information

Our e-Services system lets you:

- Update your web profile information
- Store your email address, phone number, and banking information
- Create access to your and other people's accounts
- Add additional users with varying security, as well as request and approve third-party access


## Set Up and Manage Users

There are two types of users in e-Services: e-Services Master and Account Manager. An e-Services Master can manage other users as well as file and pay for specific account types. An Account Manager can view, file, or pay for specific account types depending on the access level that an e-Services Master has set up for the user.
e-Services access level options include:

- File - allows user to view all information and file returns
- Pay - allows user to view all information and make payments
- View - allows user to only view all information
- All Account Access - allows user total access to update the account, file, and pay


## Create Additional Logons for Users

For instructions on how to create additional logons for users, see Help in e-Services.

## Two-Step Verification

Two-step verification adds a second layer of security to prevent unauthorized access to your account. You must enter a username, password, and a verification code we send you to log in to your account. For more information, go to our website and type Two-step Verification in the Search box.

## Third-Party Access

Third-party access provides a secure and convenient way for users to manage accounts for other businesses. Both parties must be active in e-Services and work together to establish this access. First, a user must request third-party access from a customer. Second, the customer must approve or deny this access request.
For more information, go to our website and type third-party access into the Search box.

## Report Business Changes or End

 A Withholding Tax AccountYou must notify us if you change the name, address, or ownership of your business, close your business, or no longer have employees.

To update business information, log in to e-Services or contact Business Registration (see page 2).
If the ownership or legal organization of your business changes and you are required to apply for a new Federal Employer Identification Number (FEIN), you must register for a new Minnesota tax ID number.

If you close or sell your business, you must file all withholding tax returns, including W-2s and 1099s, and pay any required withholding tax.

## Forms W-2, 1099, and W-2c

## Form W-2

At the end of the calendar year, complete federal Form W-2 for each employee to whom you paid wages during the year. You must give W-2s to your employees by January 31 each year. If an employee stops working for you before the end of the calendar year and asks you in writing to provide the W-2 before January 31, you must provide it within 30 days after you receive the request.
You must submit W-2 information to us by January 31 each year.

## Form W-2 Wage Allocation

All wages earned by Minnesota residents (no matter where the work was physically performed) must be reported as wages allocable to Minnesota in box 16 of Form W-2. Wages earned by non-Minnesota residents for work physically performed in Minnesota are also allocable to Minnesota unless the they are Michigan or North Dakota residents who provide you a properly completed Form MWR (see page 4).

When completing Form W-2 for employees, allocate to Minnesota all wages earned while working in Minnesota and wages earned as a Minnesota resident while working in another state.
Note: If you have an active withholding tax account, you must send W-2 information even if there is no Minnesota withholding tax.

## Form W-2 Filing Options

If you have a total of more than 10
forms (W-2s plus 1099s), you must elec-
tronically submit the information to us using e-Services.

## e-Services system

- Key and Send (manually enter information)
- Simple File (spreadsheet saved as .txt or .csv file)
- EFW2 File (see www.ssa.gov for instructions)

For detailed information, see Withholding Fact Sheet 2, Submitting Form W-2 and $W$-2c Information.

## Form 1099 and Other Federal Information Returns

Follow the federal requirements to issue Forms 1099 and other information returns (1098, W-2G, etc.) for payments (other than wages) you made to payees during the year. You must give 1099s to payees by January 31 each year. Enter MN in the "State" space and fill in the amount of Minnesota income tax withheld for that payee during the year, if any.

You must submit 1099 information that reported Minnesota withholding-and other federal information returns that report Minnesota withholding-to us by January 31 each year.

Note: You must submit this information to us even if you participate in the Federal/ State Combined program.

## Form 1099 Filing Options

If you have a total of more than 10 forms (W-2s plus 1099s), you must electronically submit the information to us using e-Services.

## e-Services system

- Key and Send (manually enter information)
- Simple File (spreadsheet saved as.txt or .csv file)
- IRS Publication 1220 Format (see www. irs.gov for instructions)
For detailed information, see Withholding Fact Sheet 2a, Submitting Form 1099


## Information.

## Paper Copies

If you are not required to submit your W-2 and 1099 information electronically, paper copies are acceptable. Mail to:

Minnesota Revenue
Mail Station 1173
St. Paul, MN 55146-1173
To ensure accurate processing of your paper copies, you must use a separate envelope for each business with a different Minnesota tax ID number. Do not combine forms for multiple businesses in one envelope.

If you submit W-2 and 1099 information using one of the electronic methods, you do not need to send us paper copies.

## Form W-2c

If you made an error on a W-2 you have already given an employee, give the employee a corrected federal Form W-2c. Then, submit the W-2c information to us using e-Services.
e-Services system

- Key and Send (manually enter information)
- EFW2c File (see www.ssa.gov for instructions)

For more information, see Withholding Fact Sheet 2, Submitting Form W-2 and W-2c Information.

Note: You may have to amend your withholding tax return for the period in which the error took place. For information on amending returns, see page 14 .

## Recordkeeping

Keep all records of employment taxes for at least 4 years. These should be available for us to review. Your records should include copies of the following information:

- Forms W-2
- Forms 1099
- Forms W-2c
- Payroll records


## Third-Party Payers of Sick Leave

Certain third-party payers of sick pay (e.g., insurance companies) must file an annual report with us.

The report must include the employer name and identification number, names and identification numbers of the employees who received sick pay, the amount of sick pay paid, and the tax withheld. The report is due by March 1 of the year following the year that the sick pay is paid.
The requirement only applies to third-party payers who withhold income tax and send it to us under the third party's withholding tax account, but then permit the employer to include the taxes withheld at the end of the year on the W-2 the employer issued to the employee.

## Penalties and Interest

## Late-payment penalty

If you pay all or part of the tax after the due date, you must pay a penalty. The latepayment penalty applies to late deposits and late return payments, and it is based on the percentage of unpaid tax. If your payment is:

- 1 to 30 days late, the penalty is 5 percent (.05).
- 31 to 60 days late, the penalty is 10 percent (.1)
- More than 60 days late, the penalty is 15 percent (.15)


## Late-filing penalty

There is an additional 5 percent (.05) penalty on the unpaid tax if you file your return late.

## Payment method

There is a 5 percent (.05) penalty if you are required to make your withholding tax payments electronically and you pay by paper check

## Repeat penalty

We may assess an additional 25 percent (0.25) penalty if you repeatedly file and pay late.

## Extended delinquency penalty

There is a 5 percent (.05) or $\$ 100$ penalty, whichever is greater, for failure to file a withholding tax return within 30 days after we give a written demand.

W-2 and information return penalties
There is a $\$ 50$ penalty each time you:

- Do not provide a W-2 or information return to your payees
- Do not provide a W-2 or information return to us
- Do not submit a W-2 or information return electronically when required (see page 12 for electronic filing requirements)
- Provide a false or fraudulent W-2 or information return
- Refuse to provide all information required on the forms

The total W-2 and information return penalties assessed cannot exceed $\$ 25,000$ per year.

## Interest

You must pay interest on both the amount you send in late and the penalty. The interest rate is 5 percent $(.05)$ percent.

To calculate how much interest you owe, use the formula below:

Interest $=($ tax + penalty $) \mathbf{x} \#$ of days late $\mathbf{x}$ interest rate $\div 365$

## Amend a Return

If you made an error on a withholding tax return you filed, you must amend (change) your return to correct the error using e-Services.

You must file an amended return for each return requiring an adjustment. You must file an amended return if you:

- Reported incorrect figures for wages paid
- Reported an incorrect number of employees
- Reported an incorrect amount of tax withheld for the period

You must also enter contact information and a detailed explanation of why you are amending the return.

For additional information, see the Withholding Tax Help link available in e-Services. If you do not have internet access and you only need to change the wages paid or number of employees, call 1-800-570-3329 to amend your return. If you need to change the tax withheld, call 651-282-9999 or 1-800-657-3594 for assistance.

Note: You must send us Forms W-2c and any corrected Forms 1099 with Minnesota withholding. For more information, see page 13 .

## 2019

## Minnesota Withholding Tax Tables

Use the tables on the following pages to determine how much to withhold from your employees' paychecks.

There are separate tables for employees paid:

- every day
- once a week
- every two weeks
- twice a month
- once a month

For each type of payroll period, there is one table for single employees and one table for married employees. Use the table that matches each employee's marital status and payroll-period type.
If you use a computer to determine how much to withhold, see page 34 for the formula to set up your program.

Single employees paid every day







| If the employee's wages are |  | Number of withholding allowances |  |  |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| at least |  |  |  |  | 3 | 4 | 5 | 6 | 7 | 8 |  |  |
|  | than | The amount to withhold (in whole dollars) or more |  |  |  |  |  |  |  |  |  |  |
| 0 | 160 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 160 | 180 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 180 | 200 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 200 | 220 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 220 | 240 | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 240 | 260 | 6 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 260 | 280 | 7 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 280 | 300 | 8 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 300 | 320 | 9 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 320 | 340 | 10 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 340 | 360 | 11 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 360 | 380 | 12 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 380 | 400 | 13 | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 400 | 420 | 14 | 6 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 420 | 440 | 15 | 7 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 440 | 460 | 16 | 8 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 460 | 480 | 18 | 9 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 480 | 500 | 19 | 10 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 500 | 520 | 20 | 11 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 520 | 540 | 21 | 12 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 540 | 560 | 22 | 13 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 560 | 580 | 23 | 14 | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 580 | 600 | 24 | 15 | 6 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 600 | 620 | 25 | 16 | 8 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 620 | 640 | 26 | 17 | 9 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 640 | 660 | 27 | 18 | 10 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 660 | 680 | 28 | 19 | 11 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 680 | 700 | 29 | 21 | 12 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 700 | 720 | 30 | 22 | 13 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 720 | 740 | 31 | 23 | 14 | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 740 | 760 | 33 | 24 | 15 | 6 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 760 | 780 | 34 | 25 | 16 | 7 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 780 | 800 | 35 | 26 | 17 | 8 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 800 | 820 | 36 | 27 | 18 | 9 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| 820 | 840 | 37 | 28 | 19 | 11 | 2 | 0 | 0 | 0 | 0 | 0 | 0 |
| 840 | 860 | 38 | 29 | 20 | 12 | 3 | 0 | 0 | 0 | 0 | 0 | 0 |
| 860 | 880 | 39 | 30 | 21 | 13 | 4 | 0 | 0 | 0 | 0 | 0 | 0 |
| 880 | 900 | 40 | 31 | 23 | 14 | 5 | 0 | 0 | 0 | 0 | 0 | 0 |
| 900 | 920 | 41 | 32 | 24 | 15 | 6 | 0 | 0 | 0 | 0 | 0 | 0 |
| 920 | 940 | 42 | 33 | 25 | 16 | 7 | 0 | 0 | 0 | 0 | 0 | 0 |
| 940 | 960 | 43 | 34 | 26 | 17 | 8 | 0 | 0 | 0 | 0 | 0 | 0 |
| 960 | 980 | 44 | 36 | 27 | 18 | 9 | 1 | 0 | 0 | 0 | 0 | 0 |
| 980 | 1,000 | 45 | 37 | 28 | 19 | 10 | 2 | 0 | 0 | 0 | 0 | 0 |
| 1,000 | 1,020 | 46 | 38 | 29 | 20 | 11 | 3 | 0 | 0 | 0 | 0 | 0 |
| 1,020 | 1,040 | 47 | 39 | 30 | 21 | 13 | 4 | 0 | 0 | 0 | 0 | 0 |
| 1,040 | 1,060 | 49 | 40 | 31 | 22 | 14 | 5 | 0 | 0 | 0 | 0 | 0 |
| 1,060 | 1,080 | 50 | 41 | 32 | 23 | 15 | 6 | 0 | 0 | 0 | 0 | 0 |
| 1,080 | 1,100 | 51 | 42 | 33 | 24 | 16 | 7 | 0 | 0 | 0 | 0 | 0 |
| 1,100 | 1,120 | 52 | 43 | 34 | 26 | 17 | 8 | 0 | 0 | 0 | 0 | 0 |
| 1,120 | 1,140 | 53 | 44 | 35 | 27 | 18 | 9 | 0 | 0 | 0 | 0 | 0 |
| 1,140 | 1,160 | 54 | 45 | 36 | 28 | 19 | 10 | 1 | 0 | 0 | 0 | 0 |
| 1,160 | 1,180 | 55 | 46 | 37 | 29 | 20 | 11 | 3 | 0 | 0 | 0 | 0 |
| 1,180 | 1,200 | 56 | 47 | 39 | 30 | 21 | 12 | 4 | 0 | 0 | 0 | 0 |
| 1,200 | 1,220 | 58 | 48 | 40 | 31 | 22 | 13 | 5 | 0 | 0 | 0 | 0 |
| 1,220 | 1,240 | 59 | 49 | 41 | 32 | 23 | 14 | 6 | 0 | 0 | 0 | 0 |
| 1,240 | 1,260 | 61 | 51 | 42 | 33 | 24 | 16 | 7 | 0 | 0 | 0 | 0 |
| 1,260 | 1,280 | 62 | 52 | 43 | 34 | 25 | 17 | 8 | 0 | 0 | 0 | 0 |
| 1,280 | 1,300 | 63 | 53 | 44 | 35 | 26 | 18 | 9 | 0 | 0 | 0 | 0 |
| 1,300 | 1,320 | 65 | 54 | 45 | 36 | 27 | 19 | 10 | 1 | 0 | 0 | 0 |
| 1,320 | 1,340 | 66 | 55 | 46 | 37 | 29 | 20 | 11 | 2 | 0 | 0 | 0 |









| If the employee's wages are |  | Number of withholding allowances |  |  |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| at least | but less |  | 1 |  | 3 | 4 | 5 | 6 | 7 | 8 | 9 |  |
|  | than | The amount to withhold (in whole dollars) or more |  |  |  |  |  |  |  |  |  |  |
| 0 | 320 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 320 | 340 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 340 | 360 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 360 | 380 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 380 | 400 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 400 | 420 | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 420 | 440 | 7 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 440 | 460 | 8 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 460 | 480 | 9 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 480 | 500 | 10 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 500 | 520 | 11 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 520 | 540 | 12 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 540 | 560 | 13 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 560 | 580 | 14 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 580 | 600 | 15 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 600 | 640 | 17 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 640 | 680 | 19 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 680 | 720 | 21 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 720 | 760 | 23 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 760 | 800 | 25 | 6 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 800 | 840 | 27 | 8 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 840 | 880 | 30 | 11 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 880 | 920 | 32 | 13 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 920 | 960 | 34 | 15 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 960 | 1,000 | 36 | 17 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1,000 | 1,040 | 38 | 19 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1,040 | 1,080 | 40 | 21 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1,080 | 1,120 | 42 | 23 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1,120 | 1,160 | 44 | 26 | 7 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1,160 | 1,200 | 47 | 28 | 9 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1,200 | 1,240 | 49 | 30 | 11 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1,240 | 1,280 | 51 | 32 | 13 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1,280 | 1,320 | 53 | 34 | 15 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1,320 | 1,360 | 55 | 36 | 17 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1,360 | 1,400 | 57 | 38 | 19 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1,400 | 1,440 | 59 | 41 | 22 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1,440 | 1,480 | 62 | 43 | 24 | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1,480 | 1,520 | 64 | 45 | 26 | 7 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1,520 | 1,560 | 66 | 47 | 28 | 9 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1,560 | 1,600 | 68 | 49 | 30 | 11 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1,600 | 1,640 | 70 | 51 | 32 | 13 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1,640 | 1,680 | 72 | 53 | 34 | 15 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1,680 | 1,720 | 74 | 56 | 37 | 18 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1,720 | 1,760 | 77 | 58 | 39 | 20 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1,760 | 1,800 | 79 | 60 | 41 | 22 | 3 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1,800 | 1,840 | 81 | 62 | 43 | 24 | 5 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1,840 | 1,880 | 83 | 64 | 45 | 26 | 7 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1,880 | 1,920 | 85 | 66 | 47 | 28 | 9 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1,920 | 1,960 | 87 | 68 | 49 | 30 | 12 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1,960 | 2,000 | 89 | 70 | 52 | 33 | 14 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2,000 | 2,040 | 92 | 73 | 54 | 35 | 16 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2,040 | 2,080 | 94 | 75 | 56 | 37 | 18 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2,080 | 2,120 | 96 | 77 | 58 | 39 | 20 | 1 | 0 | 0 | 0 | 0 | 0 |
| 2,120 | 2,160 | 98 | 79 | 60 | 41 | 22 | 3 | 0 | 0 | 0 | 0 | 0 |
| 2,160 | 2,200 | 100 | 81 | 62 | 43 | 24 | 5 | 0 | 0 | 0 | 0 | 0 |
| 2,200 | 2,240 | 102 | 83 | 64 | 45 | 26 | 8 | 0 | 0 | 0 | 0 | 0 |
| 2,240 | 2,280 | 104 | 85 | 67 | 48 | 29 | 10 | 0 | 0 | 0 | 0 | 0 |
| 2,280 | 2,320 | 107 | 88 | 69 | 50 | 31 | 12 | 0 | 0 | 0 | 0 | 0 |
| 2,320 | 2,360 | 109 | 90 | 71 | 52 | 33 | 14 | 0 | 0 | 0 | 0 | 0 |
| 2,360 | 2,400 | 111 | 92 | 73 | 54 | 35 | 16 | 0 | 0 | 0 | 0 | 0 |
| 2,400 | 2,440 | 113 | 94 | 75 | 56 | 37 | 18 | 0 | 0 | 0 | 0 | 0 |
| 2,440 | 2,480 | 115 | 96 | 77 | 58 | 39 | 20 | 1 | 0 | 0 | 0 | 0 |
| 2,480 | 2,520 | 117 | 98 | 79 | 60 | 41 | 23 | 4 | 0 | 0 | 0 | 0 |
| 2,520 | 2,560 | 120 | 100 | 81 | 63 | 44 | 25 | 6 | 0 | 0 | 0 | 0 |
| 2,560 | 2,600 | 122 | 103 | 84 | 65 | 46 | 27 | 8 | 0 | 0 | 0 | 0 |





## Computer Formula

If you use a computer to determine how much to withhold, use the formula below to set up your program. This formula supersedes any formulas before Jan. 1, 2019.

Step 1
Determine the employee's total wages for one payroll period.

## Step 2

Multiply the total wages from step 1 by the number of payroll periods you have in a year. The result is the employee's annual wage.
Multiply step 1 by:

- 360 if you pay by the day
- 52 if you pay by the week
- 26 if you pay every two weeks
- 24 if you pay twice a month
- 12 if you pay once a month


## Step 3

Multiply the number of the employee's withholding allowances by $\$ 4,250$.

## Step 4

Subtract the result in step 3 from the result in step 2.
Step 5
Use the result from step 4 and the chart below to figure an amount for step 5.

## Step 6

Divide the result in step 5 by the number of payroll periods that you used in step 2. You may round the amount to the nearest dollar. The result is the amount of Minnesota income tax to withhold from the employee's wages.

Chart for step 5
If the employee is single and the result from step 4 is:

|  | Subtract this <br> amount from the <br> result in step 4 |  |  |  |
| :---: | :---: | :---: | :---: | :---: | | Multiply |
| :---: |
| result by |$\quad$ Add

If the employee is married and the result from step 4 is:

|  | Subtract this <br> amount from the <br> result in step 4 |  |  |  |
| :---: | :---: | :---: | :---: | :---: | |  | Multiply <br> result by | Add |  |
| :---: | :---: | :---: | :---: |
| More than | But not more than | 11,650 | $5.35 \%$ |

