

Taxes, W-4 and your check stub

Completing the W-4

The W-4 form filled out is used by the state payroll system as a guideline on the amount of taxes to deduct from the pay.

The most taxes are taken out at “Single” and “0”. Filing “Married” will deduct less in taxes than “Single”. The more dependents listed the less that is withheld. There is about a \$50 - \$75 difference for each dependent.

W-4 forms can be changed and updated at any time. When the new form is received in payroll, it will go into affect the next full month. If the form is completed as either “EXEMPT” or with more than “10” dependents, copies are provided to the IRS.

The current W-4 information appears on the check stubs each payroll. This is a quick way to help track what is in the system and what taxes are based on.

On the check stub, left column headed “Description” final line is listed as EXMPTNS ____. The first letter indicates “Single or Married” the number is the dependents.

Taxes on the check stub

The State of Oregon is a monthly payer for payroll. This means that no matter how many checks are issued in a calendar month, the payroll system will always calculate taxes as if all wages were paid on 1 check.

This is why the amount of taxes withheld on the mid-month check may seem high compared to the amount on the first month’s check. Once the additional hours are put into the system, everything for the month is added together, and the taxes calculated. The payroll system then deducts what has already been paid in taxes, and the rest is deducted from the current check.

This will always make the two checks seem out of proportion, and the taxes and totals will never match exactly, since the second check usually bumps people into the next tax level.

Year end Reports

Pay attention to the check stubs received in November. The total on the November mid-month, usually received around December 15, will be the same amount of taxes paid as what will appear on the W-2.

Copies of W-2 forms are not kept by the Department of Corrections, they are kept by DAS. This means if you need a copy, one has to be requested and re-printed. This will take time, up to two weeks.

The state closes the tax files after November wages are paid, and begins the verification process. There may be some adjustments but for the most part, the figures on the November Run 2 check are the final for the year.

If you have questions on the form, what the current W-4 is, or how to read the check stub, contact the Payroll and Benefits Specialist for the work site.

If you have questions on how the taxes are calculated or questions regarding possible errors on W-2, contact the Payroll Manager at 503-378-3812