

## Withholding by Partnerships and Small Business Corporations

Every partnership and small business corporation is required to withhold Indiana adjusted gross income tax on amounts paid or credited to its nonresident partners or shareholders. This is true regardless of reciprocal agreements between Indiana and the partner's or shareholder's resident state. If their county of principal employment on Jan. 1 is shown on DN #1, then county income tax must also be withheld.

## Withholding by Trusts and Estates

Withholding of state income tax is required by trusts and estates when Indiana income (except income from interest or dividends) is distributed to a nonresident beneficiary. State withholding is based on the income amount at the rate of 3.4 percent.

For more information regarding Indiana Withholding Tax contact the Department at:

**Indiana Department of Revenue  
Tax Administration, Customer Contact  
Indiana Government Center North  
Indianapolis, IN 46204-2253  
(317) 233-4016**

[www.in.gov/dor/3392.htm](http://www.in.gov/dor/3392.htm)

## Need Tax Forms or Bulletins?

To order tax forms and bulletins please visit:  
[www.in.gov/apps/dor/fos](http://www.in.gov/apps/dor/fos)

You may also fax your order by dialing:  
(317) 615-2692  
on your fax machine or you may  
call (317) 615-2581  
to have the forms sent to you.

## Need a BT-1?

You may obtain a BT-1  
by visiting our Web site:  
[www.in.gov/dor/3731.htm](http://www.in.gov/dor/3731.htm)



(R3 / 8-09)

## Indiana Department of Revenue Publication WH-13 Withholding Instructions for Indiana State and County Income Taxes

These instructions are to be used in conjunction with Indiana Departmental Notice #1 (DN #1). This and other income tax bulletins are available free of charge. You may obtain DN #1 by visiting our Web site:

[www.in.gov/dor/3618.htm](http://www.in.gov/dor/3618.htm)

See Page 8 for additional options on obtaining documents.

## Definition and Liability of Withholding Agent

Employers making payments of salaries, wages, tips, fees, bonuses, and commissions that are subject to Indiana state and/or county taxes, and who are required by the Internal Revenue Code to withhold federal income tax on those types of payments, are considered to be withholding agents.

To determine if you need to withhold Indiana state and/or county taxes from your employees' earnings, you must first contact the Internal Revenue Service (IRS). If the IRS determines you are required to withhold federal taxes from the salaries, wages, tips, fees, bonuses, and/or commissions paid to your employees, then you are also required to withhold Indiana state and/or county taxes.

As a withholding agent you are responsible for withholding Indiana state and county income taxes from payments you make to your employees. This withholding tax must be paid to the Department by the due date. If you do not file a return and/or pay the proper amount of tax withheld by the due date, penalty and interest will be due. An employer, officer, or partner may be personally subject to criminal prosecution if failure to pay and/or file a withholding return is due to fraud or tax evasion.

## Registration of New Withholding Agents

New employers are required to register as Indiana withholding agents and to obtain an Indiana Taxpayer Identification Number (TID). The TID number is an Indiana identification number exclusive to each taxpayer and their location(s). Any entity that registers to withhold employees' wages after December 31, 2009 is required to remit and report withholding payments through INtax.

Employers have three registration options available to them. Options one and two involve filling out paper registration applications, while the third option allows you to file using the Internet. There is no registration fee for a withholding account. The **first option** is to fill out the Indiana Department of Revenue Business Tax Application, Form BT-1 and mail it to the Department. (See Need a BT-1 Form on Page 8 for more information.) Processing of the BT-1 application takes approximately six weeks.

The **second option** is for a responsible officer of the corporation to visit any of the Department of Revenue's offices located throughout the state to be registered while they wait.

The **third option** is to register online at:

<https://secure.in.gov/apps/dor/bt1>

This method takes approximately two business days.

## Use of State Form WH-4

All employees of Indiana employers are required to complete and file Form WH-4, Employee's Withholding Exemption and County Status Certificate. The information included on this certificate tells the employer the number of exemptions each employee is claiming and for which county (if any) county tax is to be withheld. The employer should keep this certificate with his records for verification purposes. Employees should update their WH-4 by Jan. 1 of the following year if their county of residence or county of principal employment changes. Employees should also update their WH-4 at the time their exemption total changes.

## How to Figure State and County Income Tax

DN #1 shows how to figure the amount of state and county income tax to be withheld from your employees' earnings every pay period. It also lists the Indiana counties that have adopted a local income tax along with the resident and nonresident tax rates. This bulletin is revised annually in October and will automatically be sent to all registered withholding agents.

County income tax will be withheld at either the resident or nonresident tax rate (never both). If Form WH-4 shows that an employee was a resident of an Indiana county that is listed in the bulletin, then the employer must withhold county tax on payments made to the employee using the resident tax rate from Column A.

However, if Form WH-4 shows an employee was a resident of a county not listed in the bulletin, then the employer must look at the county of principal employment. If the employee's Indiana county of principal employment is listed in the bulletin, then the employer has to withhold county tax on payments made to the employee using the nonresident tax rate from Column B.

If both the county of residence and the county of principal employment from Form WH-4 are not listed in the bulletin (i.e., Indiana counties that have not adopted a county tax or counties located outside Indiana), then the employer will not withhold any county tax for that employee.

The county of residence and the county of principal employment are fixed on Jan. 1st of each year. Therefore, if an employee moves to a different county or changes the county of employment during the year, the county withholding requirements will not change until January 1st of the next year.

## Employees Who Are Not Residents of Indiana

Indiana employers must withhold Indiana state tax from employees who work in Indiana but are not residents of Indiana. The only exception would be when an employee is a resident of a state that has entered into a reciprocal agreement with Indiana (see below). Also, county income tax at the nonresident rate must be withheld on a nonresident employee if his county of principal employment is listed in DN #1.

## Reciprocal Agreements

Residents of Kentucky, Michigan, Ohio, Pennsylvania, and Wisconsin who earn wages, salaries, tips, and commission income in Indiana are exempt from Indiana state income tax because Indiana has a reciprocal agreement with these states. Form WH-47, Certificate of Residence, should be completed by residents of these states working for Indiana employers. This certificate is an affidavit showing the employee's state of legal residence and provides proof that no withholding of Indiana state income tax is required. The employer should keep Form WH-47 for his records and not send it to the Department. **Note:** Reciprocal agreements do not affect county taxation. The employer must withhold county tax if the county of principal employment of the nonresident employee is listed in DN #1.

## Special Withholding Groups

Withholding agents frequently contact the Department of Revenue with questions about special requirements for particular groups of employees. We have listed the most common circumstances below:

**Part-time or Summer Employees:** Withholding agents are required to withhold state and county income tax from part-time or summer employees as though they were full-time or permanent employees. This is true even if the IRS waives federal withholding requirements or if the employee does not earn more than the \$1,000 Indiana exemption allowance.

### **Casual Laborers, Domestic Employees & Ministers:**

Withholding agents are not required to withhold state and county income tax from casual laborers, some domestic employees, and ministers. However, because the income earned by these employees is subject to taxation, the employees may ask you to voluntarily withhold state income tax. If you choose to withhold Indiana state income tax, then you also must withhold Indiana county income tax (if applicable). Contact the IRS for Federal requirements.

**Agricultural Laborers:** For these types of employees, you must first call the IRS to determine if you meet federal withholding requirements. If you must withhold federal income taxes, then you also must withhold Indiana state and county income taxes.

**Household Employees:** If you meet federal withholding requirements then you must withhold Indiana state and county income taxes. You may pay these taxes with the filing of your individual income tax return only if you choose not to establish a withholding account.

**Pension Annuitants:** You are not required to withhold federal or state income tax on pension or annuity payments that meet certain qualifications of the IRS. However, if your business is located in Indiana and a retired employee requests state income tax be withheld, you must withhold the state income tax. The retired employee may also request that you voluntarily withhold Indiana county taxes from their pension or annuity payments. Finally, if your business isn't located in Indiana, you can voluntarily withhold the state and county income taxes from pensions

and annuities. The employee must complete Form WH-4P, Annuitant's Request for State Income Tax Withholding. Keep this form in your records as verification of the voluntary arrangement you have made with the employee. Please see Information Bulletin #52 for more detailed information about special withholding groups.

## Filing Status

The Department will assign each new withholding agent a filing status. This is based on the anticipated monthly wages paid to Indiana employees. For existing withholding agents, the Department annually reviews each withholding account and assigns the filing status based on the employer's preceding year's average monthly withholding.

If the withholding account's average monthly payments significantly increase or decrease over the course of the year, the filing status of the account will be changed. The Department will notify you in writing (at the end of the year) of the newly assigned filing status.

### Filing Status Chart

If the preceding year's (or current year's anticipated) average monthly withholding is:	The Department will assign the following filing status:	The due dates for returns and payments are:
\$10 or less	annual	Jan. 31 of following year
\$75 or less	quarterly	Last day of month following end of quarter
\$1,000 or less	monthly	30 days after the end of the month
\$1,000 or more	early filer	20 days after the end of the month

## Electronic Funds Transfer (EFT)

Taxpayers whose average monthly withholding tax liability exceeds \$5000 are required to remit withholding tax payments by Electronic Funds Transfer (EFT). Any taxpayer may voluntarily participate in the EFT Program and submit payments electronically. The Department offers various EFT options through our traditional EFT Program or our online filing program, INTax.

For more EFT information, call (317) 232-5500.

Or visit one of our websites.

[www.in.gov/dor/3976.htm](http://www.in.gov/dor/3976.htm)

Select EFT Information Guide

INTax: [www.intax.in.gov](http://www.intax.in.gov)

INTax Help Desk Number: (317) 233-8729

## Withholding Returns

WH-1 Withholding agents who have been assigned a filing frequency of quarterly, monthly, or early filer will be mailed a coupon packet containing Indiana Employer's Withholding Tax Returns, Form WH-1 unless they are registered for and using INTax to file WH-1 returns electronically. The WH-1 should be completed and mailed (postmarked) by the appropriate due date and should include the total amount of state and county tax withheld for the tax period. County tax payments must be broken out by county. (See the Filing Status Chart for due dates.)

Employers paying withholding tax payments by Electronic Funds Transfer (EFT) are required to remit payments by the due dates associated with the filing status assigned by the Department. Taxpayers who remit withholding payments by EFT are also required to file WH-1 returns for each tax period. WH-1 returns may be filed electronically using INTax.

**Note:** Indiana law requires that a WH-1 be filed even if no tax has been collected or is due for the period. EFT taxpayers must file a zero dollar WH-1 return, not a zero dollar EFT transaction. Registered INTax users can file an electronic zero dollar WH-1.

A responsible officer, partner, or sole proprietor may be personally liable for any withholding tax that is not remitted to the Department.

**WH-3** After the year ends, all Indiana withholding agents are required to complete and to file an annual reconciliation form, WH-3, by Feb. 28 of the following year. This form shows the accumulated amount of state and county income tax withheld for the entire year and any advance earned income payment made.

**WH-18** Form WH-18 is filed to report tax withholding on nonresident partners, shareholders, beneficiaries, or contractors. This form must be sent in with the withholding agent's annual reconciliation form, WH-3.

## Withholding Agents' Records

Every withholding agent is required to have a correct listing of all employees (both residents and nonresidents). This list must contain the following information individually for each employee: whether they are employed by the month, week, day; and the length of time covered by a normal pay period. Your records must also show all salaries, wages, tips, fees, bonuses, and commissions paid to nonresidents for services performed in Indiana.

## Withholding Agents' Statement to Taxpayers

Every withholding agent withholding tax from income must give each employee or nominee a statement of the amount of taxable income paid or credited and the amount of state and county tax withheld. This is usually shown on a federal Form W-2 Wage and Tax Statement or a Form WH-18. The employer should complete this form by providing the amount of state and county income tax withheld, the amount of state and county wages on which this withholding was made, and the name of the state, county and any advance earned income amount paid.

The employer must file a copy with the Indiana Department of Revenue by Feb. 28 of the following year with the annual reconciliation Form WH-3. A copy also must be given to the employee by Jan. 31 following the end of the calendar year in which the money was withheld. A \$10 penalty will be assessed for each Form W-2 or Form WH-18 that is not filed with the Department by the due date.

## Advance Earned Income Credit Payment

Effective Jan. 1, 2003, any employee for whom you are withholding federal advance earned income payments is eligible at the state level to receive the advance credit if they complete an Indiana WH-5. This amount will be six percent (.06) of the federal advance amount. If the calculated amount is less than \$1.00 per pay period, do not make an Indiana advance earned income credit payment.

Employees wanting advance payments of the Indiana earned income credit must have their employer withhold the advance payments for federal income tax purposes and the employee must file an Indiana income tax return. For additional requirements and more information about the Indiana Advance Earned Income Credit, please see Form WH-5.