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Peter Franchot  
*Comptroller*

Dhiren V. Shah  
*Director*  
Central Payroll Bureau

**TO:** All State Agencies and Employees

**FROM:** Dhiren V. Shah, Director   
Central Payroll Bureau

**DATE:** February 06, 2020

**SUBJECT:** Prompt Submission of Employee's Withholding Certificate  
(IRS form W-4 and Maryland form MW507)

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Prompt submission of the Form W-4 and/or MW507 is to the advantage of all employees. In the absence of a Form W-4 and/or MW507, the federal and state tax laws and regulations mandate maximum income taxes to be withheld as follows:

**Federal maximum income tax is – Single or Married Filing Separately in Step 1(c) and made no entries in Step 2, Step 3, or Step 4 of the 2020 Form W-4. However, an employee who was paid wages in 2019 and who failed to furnish a Form W-4 should continue to be treated as Single with zero allowances.**

**Maryland State maximum income tax is – Single status with one withholding exemption.**

**County Tax at maximum rate** is currently 3.20%, added to the State tax.

Upon receiving the W-4 and/or MW507 form from the employee the withholding status will be change accordingly for future pays. Tax regulations preclude an employer from making retroactive adjustments to the taxes already withheld. Any overpayment of taxes is refunded to the employee when they file their taxes for that year.

Information concerning federal income tax withholding and applicable tables can be found in the 2020 Publication 15-T. Maryland state income tax withholding rates and personal exemption amounts may be accessed through the Comptroller's Website [www.marylandtaxes.gov](http://www.marylandtaxes.gov)

Information on withholding should be reviewed prior to submission of any new W-4 and/or MW507 form. For easy access we have provided the following articles on our website:

Click on- Maryland State Employees (the bottom left of the page)  
Employees, Memos, Current  
2020 Maryland State and Local Income Tax Withholding Information  
2020 Federal Income Tax Withholding Information  
2020 Annual Filing of Employee Withholding Exemption Certificate

For Forms click on CPB Employee Forms

Accuracy on the W-4 and/or MW 507 gives the employee a better match between taxes withheld and taxes that may be due at year-end. As demonstrated below, maximum income tax coupled with social security taxes results in a significant tax withholding obligation for employees. Therefore, newly hired employees or employees with a changed financial status should promptly complete and submit their Form W-4 and/or MW507 to the Central Payroll Bureau. Submission of W4 and/or MW507 updates may be accomplished electronically by using our online system POSC.

An original hard copy form is required for all initial submissions and when claiming “exempt” status. Hard copy forms may be downloaded for mailing, from our web site:

<https://www.marylandtaxes.gov/statepayroll/payroll-forms.php>

Employees should also be reminded that our Net Pay Calculator is a great tool for estimating withholding tax. This feature can be found on our web site home page under Online Services. We recommend that employees use a copy of their current wage statement (pay stub) information, to help guide them through its use.

**Scenario #1** – Employee fails to submit a Form W-4 and/or MW507 maximum taxation is invoked. Employee is taxed as Single or Married Filing Separately in Step 1(c) and made no entries in Step 2, Step 3, or Step 4 of the 2020 Form W-4, Single with one allowance for State Income Tax and a 3.20% County Income Tax rate. The tax for Social Security purposes is 7.65% of wages and a pre-tax retirement deduction for ST EMP Pension Mod 7% was used. Taxing shown at three levels of income are:

	<b>Biweekly Wage</b>		
	<u>\$1,000</u>	<u>\$2,000</u>	<u>\$3,000</u>
Federal Income Tax	46.76	158.36	346.96
State Income tax-including County Tax at 3.20% rate	62.83	142.33	221.83
Social Security Tax	76.50	153.00	229.50
Total Tax	186.09	453.69	798.29
% of Wage	<u>18.61%</u>	<u>22.68%</u>	<u>26.60%</u>

**Scenario #2** – Above employee submitted a **Form W-4 in 2020** which shows that the employee is Married no  in STEP 2 checkbox, claiming other dependents credit W-4 STEP 3 \$500.00. The County of Record of residence is Anne Arundel (a 2.85% County). Employee is taxed as Married with 4 allowances for **State income Tax** and a 2.85% County Income Tax rate. The employee is taxed for Social Security purposes at 7.65% of wages and a pre-tax retirement deduction for ST EMP Pension Mod 7% was used. Taxing shown at three levels of income are:

	<b>Biweekly Wage</b>		
	<u>\$1,000</u>	<u>\$2,000</u>	<u>\$3,000</u>
Federal Income Tax	-0-	74.31	185.91
State Income Tax-including County Tax At 2.85%	32.00	108.00	184.00
Social Security Tax	76.50	153.00	229.50
Total Tax	108.50	335.31	599.41
% of Wage	<u>10.85%</u>	<u>16.76%</u>	<u>19.98%</u>