

State of Kansas
Tax Withholding Authorization

William Jewell College has the capability of withholding Kansas taxes via payroll deduction. **This is an option for Kansas residents.** If you decline this benefit, you will still be responsible for payment of this tax to Kansas.

Please indicate below if you would like to take advantage of this benefit. If you elect to have the taxes withheld, you must include the percentage you wish to have deducted. An example of how to figure this percentage is as follows: Divide the amount of taxes you owed to Kansas last year by the State wage section (box 16) on your latest W-2. This number would give you an indication of the percentage to withhold for Kansas taxes. Please note that this formula is not the amount you must have withheld; it merely gives you an example of one way to figure an estimate of percentage.

☐ **Yes**, I elect to have Kansas taxes deducted from my paycheck. Please withhold _____% from each paycheck for Kansas taxes.

☐ **No**, I do not elect to have Kansas taxes deducted from my paycheck.

Signature

Print Name

Date

- If you wish to change your election, you must give written notice at least 10 days prior to the payroll date to either the Office of Human Resources or the Payroll Office.
- If you move away from Kansas and are no longer subject to this tax, it is not automatically cancelled if you elected the deduction. You must give written notice to the Office of Human Resources or the Payroll Office.