



Date: January 1, 2019
To: USNH Employees Living in New York State
From: USNH Payroll
Re: New York Municipality Income Tax Withholding

Effective January 1, 2019, USNH began withholding state income taxes for employees living in New York. State income tax withholding is based on the state in which you are considered a resident for income tax purposes. New York also has local income tax withholding for those employees who are residents (for income tax purposes) of Yonkers and New York City. The latter includes residents of the following communities: Kings County – Brooklyn, Bronx County, New York County – Manhattan, Richmond County – Staten Island and Queens County.

Due to the low number of employees living in these municipalities, USNH will NOT withhold LOCAL income taxes for employees living in Yonkers or New York City. Accordingly, employees living in these locations will need to make any local income tax remittances themselves as required by the state/municipality.

Whether or not you are a resident of Yonkers or New York City, please sign below indicating your acknowledgment of this notification, and return this signed form with your completed New York State Withholding Allowance Certificate, to your campus Human Resources office. Please do not email your completed forms to us as they contain sensitive information (i.e., your social security number).

It is your responsibility to notify USNH if the address we have on file for you is not correct. You can view your address by logging into WISE (<https://wise.unh.edu>). If it is not correct, you must update it in WISE AND notify your campus Human Resources office to start or stop any state income tax withholdings. Please note, if your *postal* mailing address is a PO Box, a *residential* address must be provided.

If you have questions, please contact your campus Human Resources office:

University of New Hampshire Human Resources 603-862-0501
Granite State College Human Resources 603-513-1371
Plymouth State University Human Resources 603-535-2250
Keene State College Human Resources 603-358-2877
University System of New Hampshire Human Resources 603-862-0953

I understand that USNH will withhold New York state income taxes from my paychecks, if applicable. I also understand that USNH will NOT withhold LOCAL income taxes for me as a resident of either Yonkers or New York City, if applicable.

Signature of Resident

Date