



**Employee Authorization to Withhold Multnomah County Income Tax**

**EMPLOYEE INFORMATION**

Employee Number: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Name: \_\_\_\_\_  
FIRST MI LAST

**RESIDENCE ADDRESS:**

\_\_\_\_\_  
NUMBER AND STREET

\_\_\_\_\_  
CITY, STATE, ZIP

\_\_\_\_\_  
COUNTY OF RESIDENCE

**MAILING ADDRESS IF DIFFERENT:**

\_\_\_\_\_  
NUMBER AND STREET

\_\_\_\_\_  
CITY, STATE, ZIP

\_\_\_\_\_  
COUNTY

**TAX INFORMATION**

1. ☐ I authorize my employer to withhold County Income Tax from my wages.
2. ☐ I authorize my employer to withhold County Income Taxes **plus** an additional \$\_\_\_\_\_ from my wages each period.
3. ☐ Please stop additional requested withholding.
4. ☐ I do not wish my employer to withhold the tax at this time.
  - ☐ I am a Multnomah County Resident and choose to make either installments or a lump sum payment.
  - ☐ I am not a Multnomah County Resident.

**Note: Only Multnomah County Residents Should Fill Out and Return to Payroll**

PLEASE RETURN THIS FORM TO PAYROLL

\_\_\_\_\_  
SIGNATURE DATE

**Return to Payroll**



**Employee Authorization to Withhold Multnomah County  
Resident Income Tax  
Instructions**

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**What is the Multnomah County Personal Income Tax (ITAX)?**

Ballot Measure 26-48 established a personal income tax on residents of Multnomah County. The tax is 1.25% of Oregon **taxable income** reduced by an exemption (\$2,500 for a single tax filer and \$5,000 for Joint filer). **The tax is effective January 1, 2003** and will be in place through calendar year 2005.

**Is taxable income the same as wage income?**

**No.** The payroll tax withholding is based only on your income from wages. The County tax is based on taxable income as reported to the state of Oregon (line 28 of Form 40 or line 12 of Form 40S). Oregon taxable income includes wages plus other forms of income (e.g. capital gains, rental income, dividends and interest). You will also receive the benefit of your Oregon standard deduction or Oregon itemized deductions, whichever is higher and an exemption amount. You may authorize additional payroll withholding (catch up adjustment) in order to make up for the tax on wages in prior months which were not subject to withholding or to cover additional non-Multnomah County income.

**Purpose of this form:**

This form will authorize your employer to withhold taxes from your wages based on County withholding tables (Box 1). You may also authorize additional withholding for each pay period (Box 2). If you only want to withhold based on the tables – check Box 1. If you want additional taxes withheld – check both Box 1 and Box 2.

Employees may want to consider having additional taxes withheld. Withholding tables are annual tables designed to withhold enough tax over a full year so that on April 15th, the employee isn't left with a substantial tax to pay. If you are starting to withhold after several pay periods in the calendar year have passed, you may wish to consider additional withholding to "catch up".

In addition, employees may owe more tax as a result of having outside income (capital gains, rental income, dividends, interest, etc.) or a working spouse who does not withhold. Employees may want to take advantage of the fact that Multnomah County income tax withheld in 2004 may be a deduction to federal and state taxable income for the 2004 tax year.

If the employee determines additional tax should be withheld, the employee may estimate the approximate additional tax and divide the additional tax by the number of pay periods left in 2004 to determine the additional tax to be withheld. Example: A joint tax filer has estimated the total tax to be paid as \$750.00. The tax filer is paid bi-weekly and will only have withholding for 11 pay periods (approximately 42% of year). It is estimated that an additional \$435.00 would be due. In this case the taxpayer may elect to have an additional \$40.00 withheld per paycheck to approximately equal the Multnomah County income tax due on April 15.

The Multnomah County income tax calculator will allow you to calculate the amount of additional estimated Multnomah County income tax you will need to pay on April 15th. This tax calculator is located at the Multnomah County website at [www.multcotax.org](http://www.multcotax.org) and will automatically calculate the necessary additional withholding per pay period.

*Reminder: If your employer did not offer withholding for all of 2004, you may wish to reduce or eliminate your additional withholding in January 2005 because you will be able to withhold for the entire year.*

[www.multcotax.org](http://www.multcotax.org)  
**(503) 988-ITAX**