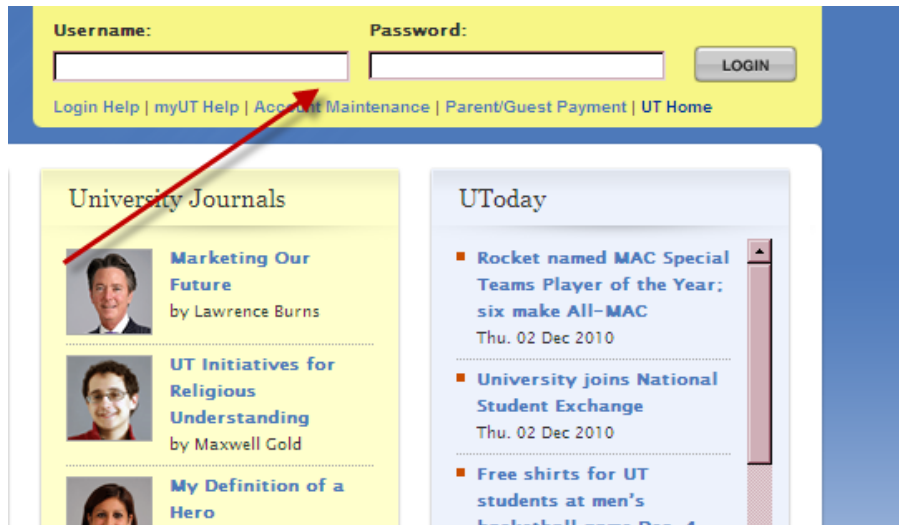


# Updating Federal and State Tax Withholding Information in Self Service

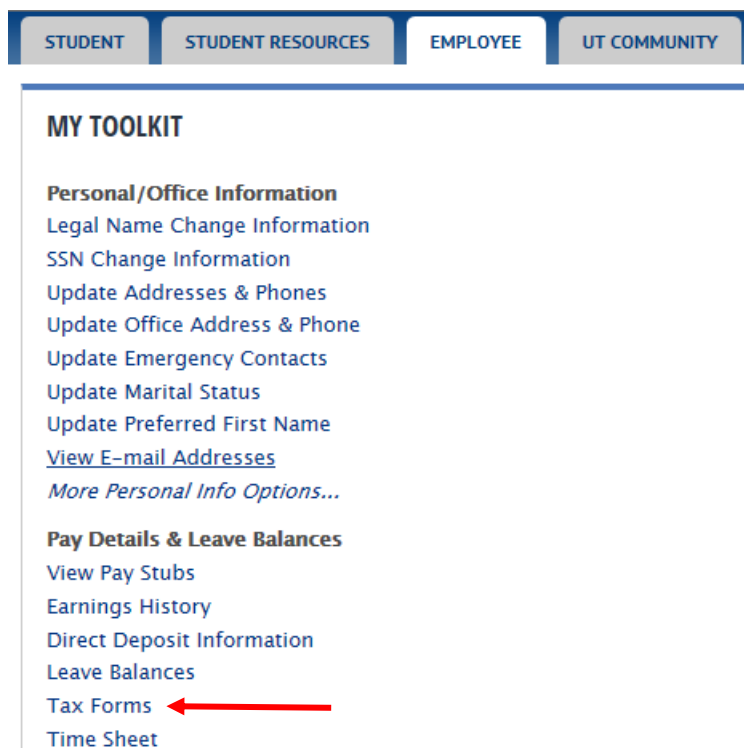
## Step One:

Log into your myUT account to access your personal information in Self Service.



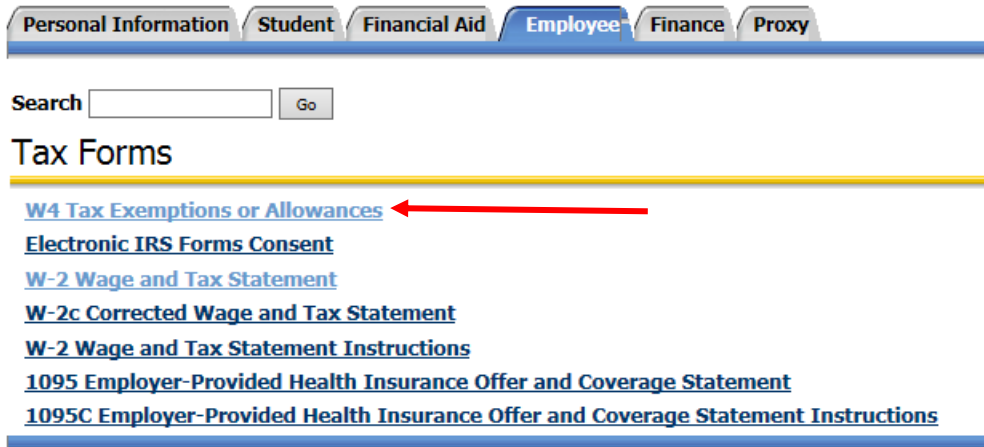
## Step Two:

On the Employee Tab select the *Tax Forms* link:



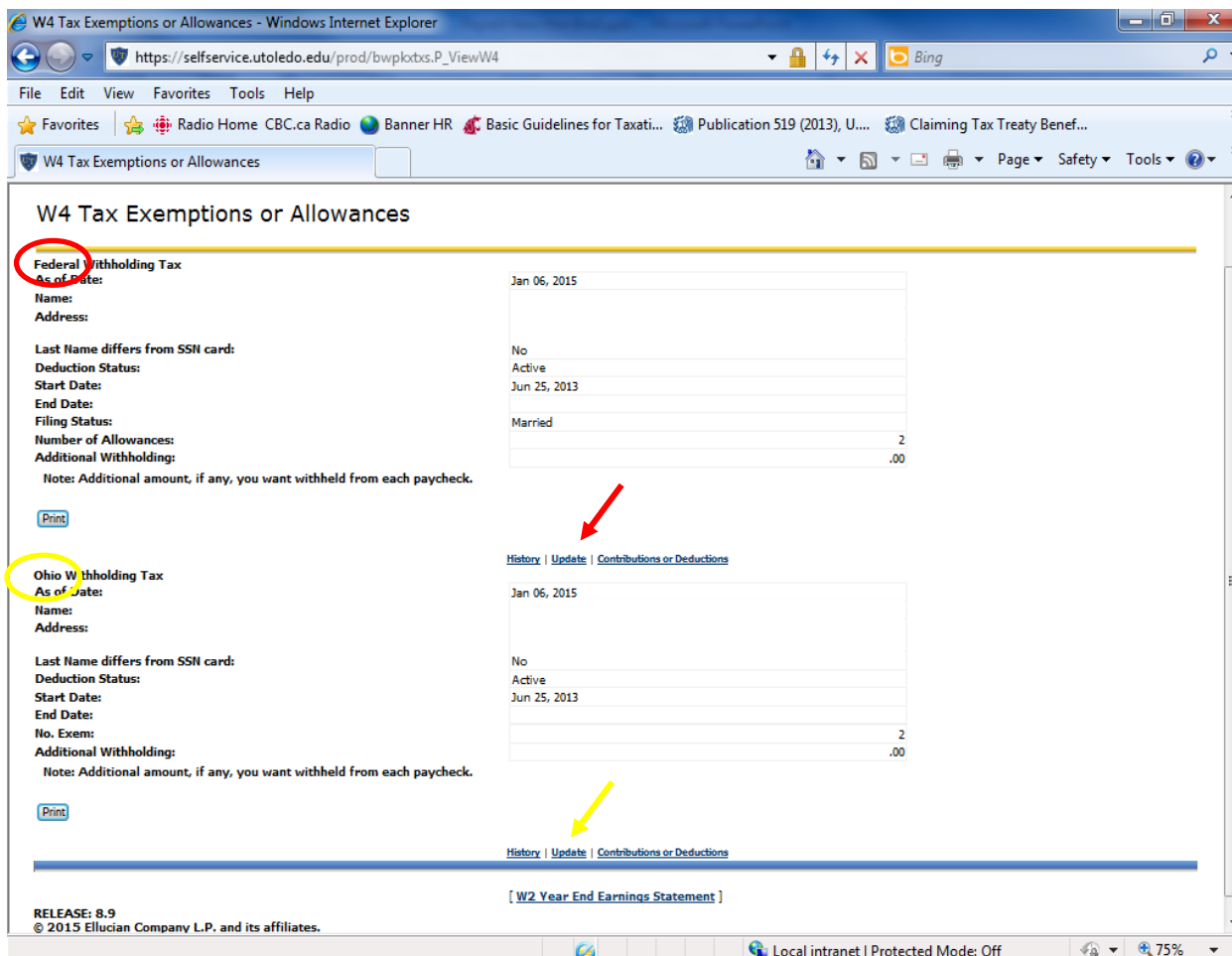
### Step Three:

From the Tax Forms link select *W4 Tax Exemptions or Allowances*:



### Step Four:

Your current tax exemption or allowance information will populate on the main screen. To change your information click on the link *Update* located under your current withholding information. Please note that there is a separate update link for your federal and your state taxes.



## Step Five:

Change any information that you wish to update. Note that to file exempt status, you must complete a paper W4 form and submit to the Payroll Department at MS 459. Most commonly, the changes are made to filing status, number of allowances, and additional withholding.

### Update W4

Complete the required fields and select Submit Changes.

In order for your changes to be effective on the next pay check, you must submit them by the Tuesday of pay week. **Effective Date of Change** field is automatically pre-populated to occur on the next scheduled pay date. Future changes other than next pay date are also possible by changing the date in that field.

Note : Effective Date must be after last paid date, or after the latest date of any future changes you have submitted. Click on [history](#) to see all W-4 updates.

**\*\*If you are filing exempt status, you must complete the annually required form in the Payroll department on the Scott Park Campus**

\* - indicates a required field.

#### Federal Withholding Tax

Deduction Effective as of:

Mar 04, 2017

If your last name differs from that shown on your Social Security Card, check here.

Note: You must contact Social Security Administrator for a replacement card.

Effective Date of Change MM/DD/YYYY:

03/04/2017

Note: Effective Date must be after Mar 03, 2017 the date you were last paid.

Deduction Status:

Active

I claim exemption from withholding for the tax year specified, and I certify that I meet both of the following conditions for exemption.

\* Last year I had a right to a refund of all federal income tax withheld because I had no tax liability and

\* This year I expect a refund of all federal income tax withheld because I expect to have no tax liability.

If you meet both conditions, select "Exempt" in Deduction Status field.

Filing Status:

Number of Allowances 99 :

Additional Withholding 999999.99 :

Note: Additional amount, if any, you want withheld from each paycheck.

## Step Six:

Once everything is updated, click Certify or Submit Changes. A W-4 Certification screen will pop up. Enter your UTAD ID and password to submit that you agree with the changes.

Search

### W-4 Certification

Enter your PIN and select Submit if you agree with the statement below. Otherwise, select a link and your W-4 changes will not be submitted.

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

UTAD ID:

UTAD Password:

You should then see that your changes have been successfully applied.

### W4 Update Confirmation

The updates you requested were successfully processed.

Please contact the Payroll Office at 419-530-8780 or [payroll@utnet.utoledo.edu](mailto:payroll@utnet.utoledo.edu) if you have any questions about the Tax implications of your changes.

## Step Seven:

If you need to change which state (Ohio vs. Michigan) or school district taxes are being withheld, please fill out a paper state tax form and submit to the payroll office at MS 459. To change any voluntary local tax withholdings, please fill out a voluntary local tax withholding form. To access the paper versions of these forms click [here](#).