Updating W4 Tax Exemptions or Allocations in Self-Service

Log into your “myUT” account [https://myut.utoledo.edu/portal/](https://myut.utoledo.edu/portal/)

Click on “Tax Forms”

Click on “Federal Income Tax Withholdings”

**Federal Income Tax Withholdings**

**Ohio Department of Taxation — Employee’s Withholding Certificate**

**State of Michigan, Department of Treasury — Employee’s Michigan Withholding Certificate**

**Notify Payroll of Move with Tax Implications**

**Electronic 1045 Forms Consent**

**W-2 Wage and Tax Statement**

**W-2c Corrected Wage and Tax Statement**

**1095 Employer Provided Health Insurance Offer and Coverage Statement**
Click on “Update”

W-4 Employee’s Withholding Certificate

This is your current filing status value for your W-4. See your H-4 for information about how to change your filing status information. 1/29 is the date this data was implemented, which is why that date may be listed as your start date.

You can update your W-4 filing status online.

Federal Withholding Tax
As of Date: 11/29/2021
Name:
Address:
Last Name differs from N4 card:
Exempt Status:
Start Date:
End Date:
Filing Status:
Residence State:
Step 1: Indicator:
Exempt Amount:
Social Security:
Other Income:
Federal Withholding:
Note: Exempt Withholding: Enter any additional tax you want withheld each pay period.

Update W4—Enter any change click “Certify Changes”

W4 Update Confirmation—After certifying the change you will see this page appear

W4 Update Confirmation

Search

W4 Update Confirmation

The updates you requested were successfully processed.

Please contact the Payroll Office at 419-530-8780 or payroll@utoledo.edu if you have any questions about the Tax implications of your changes.