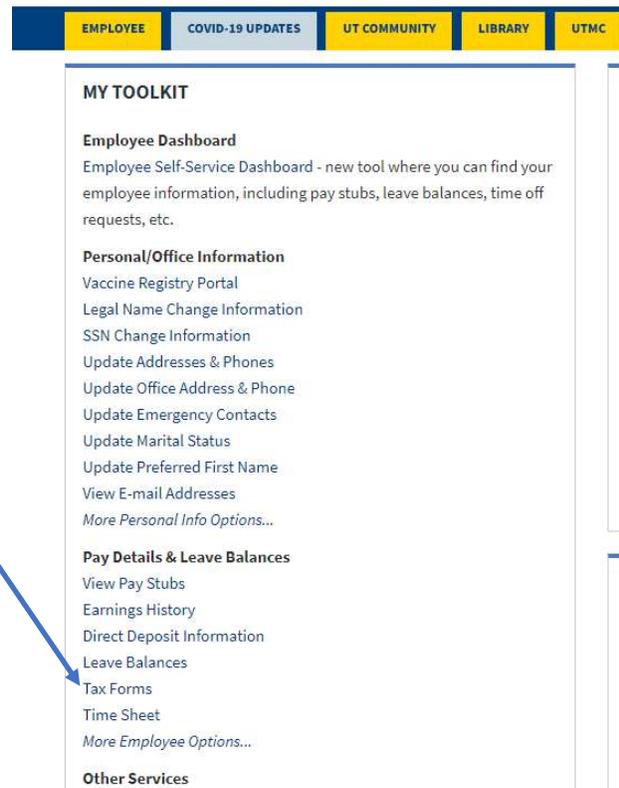


Updating W4 Tax Exemptions or Allocations in Self-Service

Log into your “myUT” account <https://myut.utoledo.edu/portal/>

Click on “Tax Forms”



The screenshot shows the top navigation bar of the myUT portal with five tabs: EMPLOYEE (highlighted in yellow), COVID-19 UPDATES, UT COMMUNITY, LIBRARY, and UTMC. Below the navigation bar is a 'MY TOOLKIT' section with the following categories and links:

- Employee Dashboard**
 - Employee Self-Service Dashboard - new tool where you can find your employee information, including pay stubs, leave balances, time off requests, etc.
- Personal/Office Information**
 - Vaccine Registry Portal
 - Legal Name Change Information
 - SSN Change Information
 - Update Addresses & Phones
 - Update Office Address & Phone
 - Update Emergency Contacts
 - Update Marital Status
 - Update Preferred First Name
 - View E-mail Addresses
 - More Personal Info Options...*
- Pay Details & Leave Balances**
 - View Pay Stubs
 - Earnings History
 - Direct Deposit Information
 - Leave Balances
 - Tax Forms
 - Time Sheet
 - More Employee Options...*
- Other Services**

Click on “Federal Income Tax Withholdings”

Tax Forms



The screenshot shows the 'Federal Income Tax Withholdings' page with a yellow header bar. Below the header are several links:

- [Federal Income Tax Withholdings](#)
- [Ohio Department of Taxation – Employee’s Withholding Certificate](#)
For changes to State Tax Withholding, please fill out the appropriate form and submit to the Payroll Department at UH 2300, through mail to MS 975, email to payroll@utoledo.edu, or fax to 419-530-8787.
- [State of Michigan, Department of Treasury – Employee’s Michigan Withholding Certificate](#)
For changes to State Tax Withholding, please fill out the appropriate form and submit to the Payroll Department at UH 2300, through mail to MS 975, email to payroll@utoledo.edu, or fax to 419-530-8787.
- [Notify Payroll of Move with Tax Implications](#)
- [Electronic IRS Forms Consent](#)
- [W-2 Wage and Tax Statement](#)
- [W-2c Corrected Wage and Tax Statement](#)
- [W-2 Wage and Tax Statement Instructions](#)
- [1095 Employer-Provided Health Insurance Offer and Coverage Statement](#)

Click on "Update"

Personal Information Employee

Search Go

W-4 Employee's Withholding Certificate

This is your current filing status values for your W4. See [HELP](#) for information on how to change your filing status information. 7/1/05 is the date this system was implemented, which is why that date may be listed as your start date.
You can [update your federal withholdings](#) online.

Federal Withholding Tax
As of Date: Dec 21, 2021
Name:
Address:

Last Name differs from SSN card:
Deduction Status:
Start Date:
End Date:
Filing Status:
Nonresident Alien:
Step 2C Indicator:
Dependent Amount:
Other Income:
Deductions:
Additional Withholding:
Note: Extra Withholding. Enter any additional tax you want withheld each pay period.

No	
Active	
Aug 09, 2021	
Married Filing Jointly	
	No
	No
	.00
	.00
	.00
	.00
	15.00

[Print](#)

[History](#) | [Update](#) | [Contributions or Deductions](#)

Update W4—Enter any change click "Certify Changes"

Personal Information Employee

Search Go

Update W4

Review [Form W-4 \(2020\)](#) for required information on completing a new form W-4. Once you have made changes you will be required to certify those changes by clicking on Certify Changes and then clicking on OK in the pop up window. If the delete option is available select the check box then click on Certify Changes to remove the record.
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 Main Campus in University Hall.

* - indicates a required field.

Federal Withholding Tax
Deduction Effective as of: Dec 18, 2021

If your last name differs from that shown on your Social Security Card, check here:
Note: See Form W-4 instructions.

Effective Date of Change **11/26/2021**
Note: Effective Date must be after Dec 17, 2021 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 no tax liability and
* This year I expect to have no tax liability.
If you meet both conditions, select "Exempt" in Deduction Status field.

Filing Status: Married Filing Jointly

Nonresident Alien:

Step 2C Indicator: Multiply the number of qualifying children under age 17 by \$2,000.
Multiply the number of other dependents by \$500.

Other Dependents 999999.99 : Step 3: Add the amounts above and enter the total here.

Dependent Amount 999999.99 : Step 4) See Form W-4 instructions.

Other Income 999999.99 : Step 4b) See Form W-4 instructions.

Deductions 999999.99 : Step 4c) Extra Withholding. Enter any additional tax you want withheld each pay period.

Additional Withholding 999999.99 : (0.00)

[Certify Changes](#)

[Restore Original Values](#)

W-4 Employee's Withholding Allowance Certificate

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

Personal Information Employee

Search Go

W4 Update Confirmation

The updates you requested were successfully processed.

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