

Updating Federal and State Tax Withholding Information in Self Service

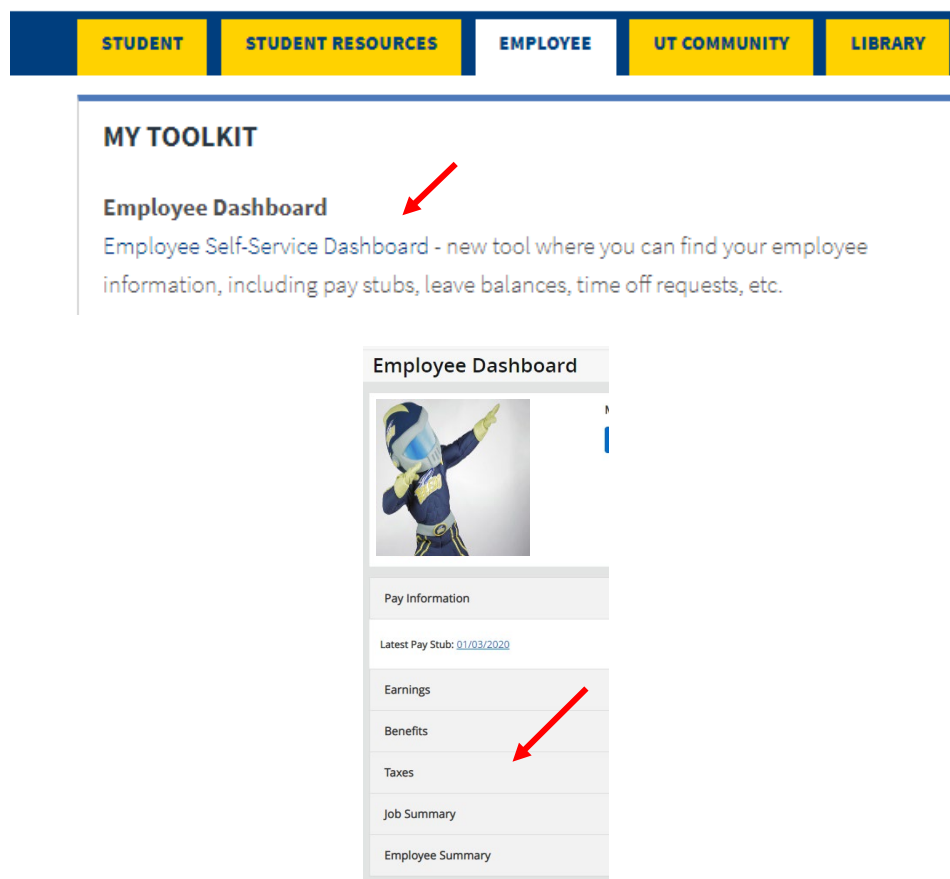
Step One:

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



Step Two:

On the Employee Self-Service Dashboard, located on the MyUT Employee tab, Select *Taxes*:



Step Three:

From *Taxes* select *W-4 Employee's Withholding Allowance Certificate*:

Taxes

Federal Withholding Tax

Filing Status: Single

Status: Active

Number of Allowances: 0

Additional Withholding:

[W-4 Employee's Withholding Allowance Certificate](#)

[Electronic Regulatory Consent](#)

[1095-C Employer Provided Health Insurance Offer and Coverage Statement](#)

[W-2 Wage and Tax Statement](#)

[W-2c Corrected Wage and Tax Statement](#)

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 this is used to update your federal taxes only. To update a state withholding, a paper form must be submitted to Payroll at MS 975.

← → ↺ banxe1.utoledo.edu/EmployeeSelfService/ssb/taxes#/w4Employee

MyUT LaunchIT Time Entry Imported API Healthcare - Lo... Expert Pay STRS Ohio OPERS ECS Logon Ohio Business Gate... Huntington Bank C...

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[Employee Dashboard](#) • [W-4 Employee's Withholding Allowance Certificate](#)

W-4 Employee's Withholding Allowance Certificate

Federal Tax

As of Date: 01/16/2025

Name: [REDACTED]

Address:

Last Name differs from SSN card: No

Deduction Status:

Start Date: 01/14/2013

End Date:

Filing Status: Married Filing Jointly

Nonresident Alien: No

Step 2C Indicator: No

Dependent Amount: 0.00

Other Income: 0.00

Deductions: 0.00

Additional Withholding: 75.00

Note: Extra Withholding. Enter any additional tax you want withheld each pay period.

Print

History • **Update** • Contributions or Deductions
W2 Year End Earnings Statement

Step Five:

Any changes made to Federal Tax Withholding must use the new W-4 format, per the IRS.

Employee Dashboard

Update W-4

Federal Tax

Deduction Effective as of:01/25/2025

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 MM/DD/YYYY: *

01/25/2025

Note: Effective Date must be after 01/24/2025 the date you were last paid.

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.

Deduction Status: *

Active

Step 1(c): Enter Personal Information

Filing Status: *

Single

Filing Statuses are Single, Married Filing Separately, Married filing jointly (select this option if Qualifying widow(er)), Head of Household (Select only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)

Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, and when to use the estimator at [www.irs.gov/W4App](#).

Step 2: Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.
Do only one of the following.
(a) Use the estimator at [www.irs.gov/W4App](#) for most accurate withholding for this step (and Steps 3-4). If you or your spouse have self-employment income, use this option; or
(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; or
(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is generally more accurate than (b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, (b) is more accurate.....

Step 2C Indicator☐

Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependents and Other Credits

If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):

Multiply the number of qualifying children under age 17 by \$2,000

Multiply the number of other dependents by \$500

Add the amounts above for qualifying children and other dependents. You may add to this amount of any other credits. Enter the total here.....

Step 4 (optional): Other Adjustments

(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income

(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here

(c) Extra withholding. Enter any additional tax you want withheld each pay period

Nonresident alien:

If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Nonresident Alien☐

Certify Changes

Restore Original Values

The new W4 Form is based on a 5-step approach that determines your tax withholdings based on the “Filing Status” you choose, and the dollar amounts you enter when completing steps 2 through 4 – which are optional. Allowances are no longer used since they were tied to the Personal Exemption which has been eliminated in the new tax law.

1. **Enter personal information and Filing Status (required)**
2. Account for multiple jobs (optional)
3. Claim dependents (optional)
4. Other adjustments (optional)
5. **Sign and Date / Certify Changes (required)**

Only filling out Steps 1 and 5 (minimum required) will result in tax withholding based on your standard deduction and tax rates with no other adjustments. Filling out steps 2 through 4 – which target your personal financial situation - will more accurately reflect your tax liability when data is entered in these steps according to the IRS. **Please note the Payroll department cannot give tax advice. Contact a professional tax preparer for consultation related to individual tax questions.**

When you open the new W4 in your myUT, you will see the following:

- **If your Last Name differs from what’s on your Social Security Card** – check the box.
- **Effective Date:** will be pre-set based on your last paid date.
- **Deduction Status:** Active
- **(Step 1) Choose your filing status** – (Head of Household, Married, Married but use Single rate, or Single)
- **NRA Indicator:** check this box if you are “not” a US Citizen, but do not check it if you are on an H1B Visa.

For Steps 2-4 please refer to the IRS instructions and worksheet which can be found at: <https://www.irs.gov/pub/irs-pdf/fw4.pdf>

- **(Step 2) Step 2C Indicator:** check this box if you have multiple jobs that you wish to account for and refer to Page 3 Multiple Jobs Worksheet in the IRS Instructions link.
- **(Step 3) Dependents under 17:** enter the dollar amount based on the # of dependents you have under age 17 x \$2000.
- **(Step 3) Other Dependents:** enter the dollar amount based on the # of dependents you have age 17 and over x \$500 – this can include children age 17 and over or other dependents over 17 that you claim.
- **(Step 3) Dependent Amount:** add steps 4 and 5 and enter the total amount here.
- **(Step 4) Other Income:** If you want tax withheld for other income you expect this year that won’t have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income.
- **(Step 4) Deductions:** If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here.
- **(Step 4) Additional Withholding:** Enter any additional tax you want withheld each pay period.
- **(Step 5) Certify Changes.**

Step Six:

Once everything is updated, click Certify Changes. A W-4 Certification screen will pop up.

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.



OK

Cancel

Click OK.

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

[Employee Dashboard](#) • [Update W-4](#)

Update W-4 Confirmation

The updates you requested were successfully processed.

Please contact the Benefits Administrator or Payroll Office if you have any questions about the Tax implications of your changes.

Step Seven:

For any changes to state (Ohio/Michigan) or school district taxes withholdings, please fill out a paper state tax form and submit to the payroll office at MS 975. 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](#).