Updating W-4 Information

1. Begin by navigating to the **W-4 Tax Information** page by clicking on the “W-4 Tax Information” tile.

2. Use the **W-4 Tax Information** page to change federal tax data only. The text at the top of this page provides useful information about federal taxes and the use of this form.

3. **Click here to access W4 form instructions and worksheet** link.

4. **Form W-4** Instruction PDF document opens in a separate window.

5. You may print the form and use the **Personal Allowances Worksheet** section to determine your number of allowed exemptions.

6. Click the **Close** button.

7. You will update the total number of **Allowances** you wish to claim.

8. Enter the desired information into the **Enter total number of Allowances you are claiming** field.

   Enter a valid value e.g. "0".

9. If you want to have an additional amount withheld from each paycheck, you would enter the amount in this field.

10. Your **Marital Status** has recently changed. You will update your marital status.

   Click the **Married** option.
11. **Click the Scrollbar.**

12. You wish to claim exemption from withholding for the current year.
   Read both conditional statements to confirm that you meet both conditions.

13. **Click the Check 'Exempt' here if you meet both conditions option.**

14. **Click the Scrollbar.**

15. **Click the Submit button.**

16. **Click the OK button.**

17. Your updates display on the page.

18. Congratulations! You have successfully reviewed and changed W-4 Federal Tax data.
   **End of Procedure.**