



## Employee Self-Service Training - Editing W-4 Tax Information

### Overview:

### Understanding the W-4 Tax Information Process

Your W-4 tax information affects your tax liabilities. Because of this, you want to make sure that the information presented on your W-4 is precise and correct at all times. This tutorial will outline the basic steps to changing your W-4 tax information.

### Navigation:

myFSU Portal (my.fsu.edu) > Faculty & Staff > Human Resources submenu > W-4 Information

The screenshot shows the myFSU portal interface. At the top, the myFSU logo and Florida State University name are visible. The user is logged in as Lauren. The navigation menu includes 'Faculty & Staff' and 'Student'. Under 'Faculty & Staff', there are links for 'Faculty & Staff Home', 'Secure Apps', and 'Feedback'. The main content area is divided into three columns:

- Left Column (myFSU Links):** Contains various service icons (FSU, Bb, @fsu, HR, FI, SC, FSU SERVICE CENTER, BI) and a search bar. A list of links is shown, with 'W-4 Information' highlighted in a blue box.
- Middle Column (My Employee Snapshot):** Shows 'Balances as of April 9, 2015' for 'Controller Business Analyst'. It lists 'Sick Leave' (48.00) and 'Vacation Leave' (97.22). There are tabs for 'Timesheet', 'Paycheck', and 'Benefits'. Below this is an 'FSU Calendar' with events for April 23 and 24.
- Right Column (My Worklist):** Shows 'No Pending Worklist Items'. Below this is 'My Security Center' with links for 'e-ORR - Online Role Requests' and 'Submit Request - Add/Remove Role'. At the bottom is 'FSU News' with a news item dated 4/23/15 2:33 PM.



Log in to the myFSU portal (my.fsu.edu) and click on the Faculty & Staff tab.

Click on the W-4 Information link listed under the HR submenu.

### W-4 Tax Information

Suzy Seminole  
Florida State University

Social Security Number \*\*\*-\*\*- 9999

**FSU does not withhold state income tax. Employees paying taxes in another state need to contact their local or state revenue office to make payment arrangements.**

You must complete Form W-4 so the Payroll Department can calculate the correct amount of tax to withhold from your pay. Federal income tax is withheld from your wages based on marital status and the number of allowances claimed on this form. You may also specify that an additional dollar amount be withheld. You can file a new Form W-4 anytime your tax situation changes and you choose to have more, or less, tax withheld.

Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

#### Home Address

123 Main Street  
Tallahassee, FL 32393

#### Mailing Address

123 Main Street  
Tallahassee, FL 32393

#### W-4 Tax Data

Enter total number of Allowances you are claiming

Enter Additional Amount, if any, you want withheld from each paycheck

Indicate Marital Status  Single  Married

Check here and select Single status if married but withholding at single rate.

Note: If married, but legally separated, or spouse is a nonresident alien, select 'Single' status.

Check here if your last name differs from that shown on your social security card.

You must call 1-800-772-1213 for a new card.

Enter the desired information into the **Enter total number of Allowances you are claiming** field. For example, if you are only claiming yourself, enter 1.

Select your current **Marital Status**. Scroll down the page.



If you meet both requirements for exemption from withholding, select the **Check 'Exempt' here if you meet both conditions** checkbox.

Click the **Submit** button to save your changes. **Warning:** By selecting to claim exempt status, no federal tax will be withheld from your paycheck.

### Claim Exemption

I claim exemption from withholding for the year  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.
- This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability.

Check this box if you meet both conditions to claim exempt status.

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.

Enter your password to verify your identity, and click the **Continue** button.

### Verify Identity

To protect your privacy, verify your identity by typing your password. If you are not this user, click **Sign Out**.

User ID: LMB06E

Password:

Click the **OK** button.

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### Submit Confirmation



The Submit was successful.

However, due to timing, your change may not be reflected on the next paycheck.