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

Procedure:

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.
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**W-4 Tax Information**

Suzy Seminole  
Florida State University

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: 0

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

Select Single or Married

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

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.

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

Click the **OK** button.

**Submit Confirmation**

![Checkmark icon] The Submit was successful.

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

**OK**