

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

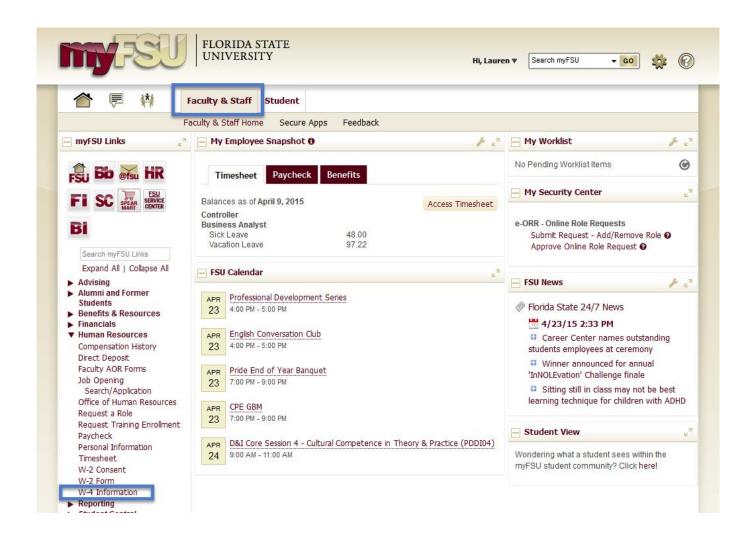
Overview:

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





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

Social Security Number ***-**- 9999

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				
		Ent	er total number of Allowances you are clain	ning 0
	E	nter Additional Amoun	t, if any, you want withheld from each paych	eck
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.

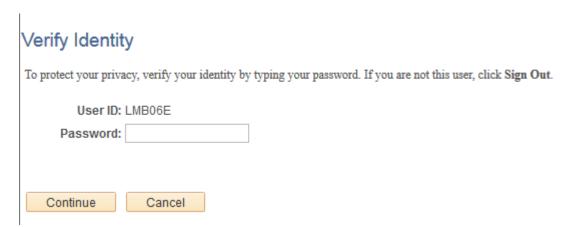


If you meet both requirements for exemption from withholding, select the **Check 'Exempt' here if you meet both conditions** checkbox.

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

I claim exemption from withholding for the year 2016 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. Submit

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



Click the **OK** button.

Submit Confirmation The Submit was successful. However, due to timing, your change may not be reflected on the next paycheck. OK