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

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:

Log onto OMNI through the my.fsu.edu portal. Click on the Human Resources drop down under MYFSU LINKS:

Click on the W-4 Information link.
The W-4 Tax Information screen will appear. Enter the desired information in the **Enter total number of Allowances you are claiming** field. If you wish to pay an additional amount of federal income tax on each check, enter that amount in **Enter Additional Amount, if any** field.

**Indicate Tax Status** - Select your Marital Status

If you meet both requirements for exemption from withholding, check the box to claim the exemption and click **Submit**.
Claim Exemption

I claim exemption from withholding for the year 2019 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.

WARNING:
- By selecting "EXEMPT" no federal taxes will be withheld from your paycheck, but your wages will still be reported to the IRS.
- For student employees, you are not automatically exempt from federal taxes just because you are in student 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

Once you click Submit a Verify Identity box will appear. Enter your OMNI password to continue.

You will receive a Submit Confirmation screen upon completion. Click OK.

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