



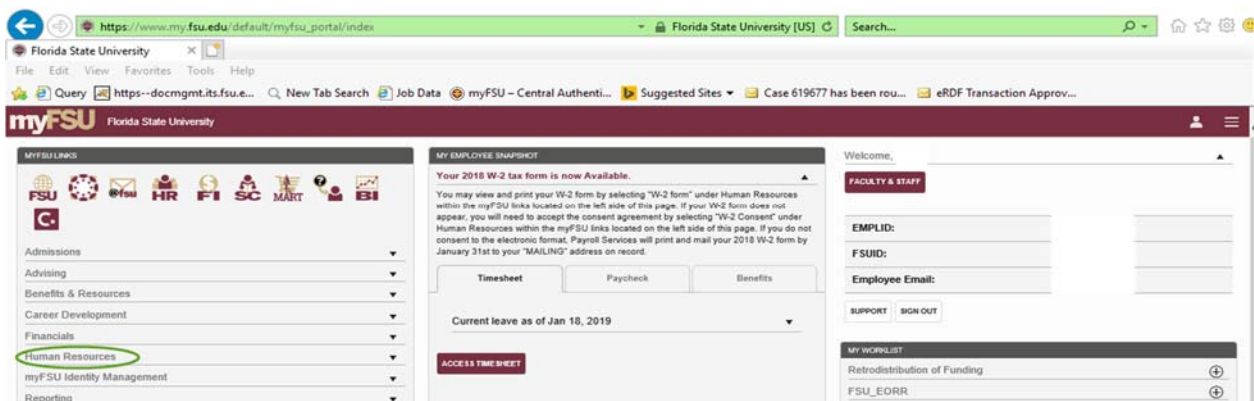
# Employee Self-Service Training- Editing W-4 Tax Information

## Understanding the W-4 Tax Information Process

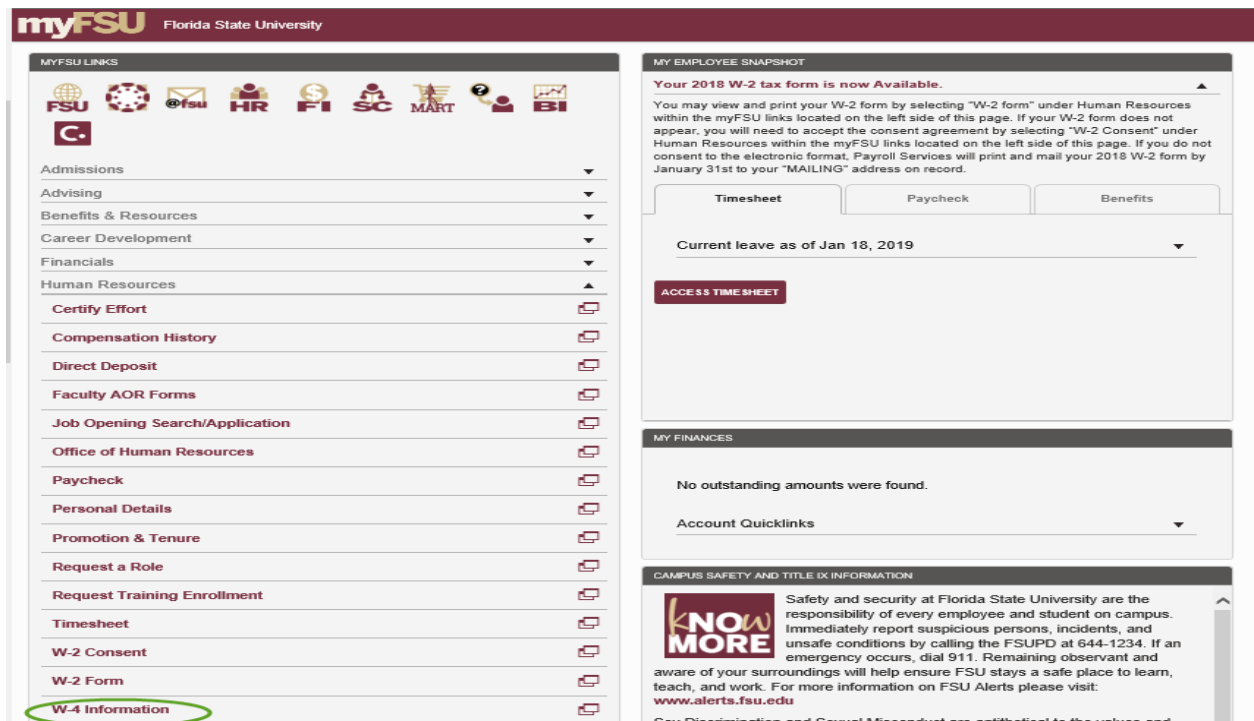
Your W-4 tax information affects the federal taxes withheld on your paycheck. Therefore, you should ensure your W-4 information accurately reflects your tax liabilities. This tutorial will outline the basic steps to changing your W-4 tax information.

### 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. You must complete "Filing Status" but Steps 2, 3 and 4 are optional. Once you have completed the form click Submit.

NOTE: The IRS highly recommends using the IRS Withholding Estimator (www.irs.gov/W4App) to conduct a withholding checkup on your tax liability. Completing Steps 2, 3 and 4 will help ensure your federal withholding tax will more accurately match your tax liability.

### W-4 Withholding Certificate

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

Florida State University

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Your withholding is subject to review by the IRS [www.irs.gov](http://www.irs.gov).

#### Step 1: Personal Information

Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to [www.ssa.gov](http://www.ssa.gov).

#### Address

Tallahassee FL -----

#### Filing Status

- Single or Married filing separately
- Married filing jointly (or Qualifying widow(er))
- Head of Household (Check only if you are unmarried and pay more than half the cost of keeping up a home for yourself and a qualifying individual).

Complete Steps 2 through 4 ONLY if they apply to you. To see if you are exempt from withholding or you have concerns about your privacy, see instructions for Form W-4 on the IRS website.

#### Step 2: Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all these jobs.

[View Instructions](#)

Multiple Jobs or Spouse Works

Complete Steps 3 through 4(b) on Form W-4 for only one of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3 through 4(b) on the Form W-4 for the highest paying job.)

#### Step 3: Claim Dependents

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If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):

|  |                      |
|--|----------------------|
| Multiply the number of qualifying children under age 17 by \$2,000 | <input type="text"/> |
| Multiply the number of other dependents by \$500                   | <input type="text"/> |
| Other tax credits  | <input type="text"/> |
| <b>Total</b>   | <b>500.00</b>        |

#### Step 4: Other Adjustments

[View Instructions](#)

|                       |                                       |
|-----------------------|---------------------------------------|
| (a) Other Income      | <input type="text" value="10000.00"/> |
| (b) Deductions        | <input type="text"/>                  |
| (c) Extra Withholding | <input type="text"/>                  |

#### Claim Exemption from Withholding

I claim exemption from withholding for the year  and I certify that I meet BOTH of the following conditions for exemption from withholding:

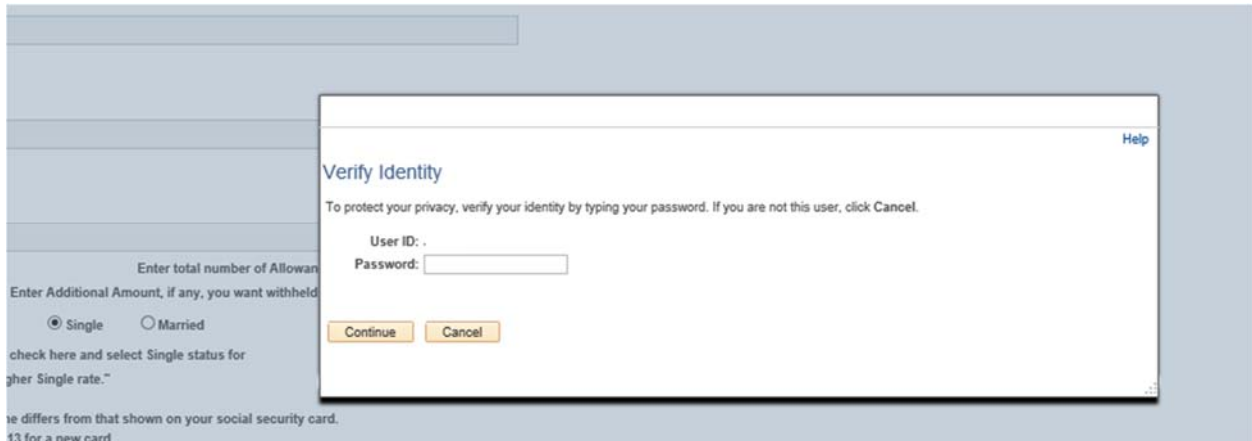
- Last year I owed no federal income tax.
- This year I expect to owe no federal income tax.

Check this box if you meet both conditions to claim exemption from tax withholding

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.



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.



### Submit Confirmation

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

