Update Federal and/or State W4

The Employee Self Service W4 page will be read only if any of the following criteria are met:
- Report taxes as a foreign national
- Have a tax status of No Taxable Gross; No Tax Taken (If Federal or State do not have this status, that section can be updated)
- Have a lock-in letter on file

Updates may not be reflected on the current payroll based upon timing of entry.

Only enter information in the area you want to update (Federal and/or State). If only making changes to the State W4 use the **Update State Tax Data Only** hyperlink at the top of the W4 page.

WARNING: If you report taxes as a foreign national and are able to make edits on this page, **STOP**! Check the box indicating you are a foreign national. This will provide additional information regarding updating tax information through Glacier.

> ▼ Update State Tax Data Only   **Federal Tax Data (W-4)**
>
> IRS Form W-4 and Instructions
> Federal and State W-4 Tip Sheet
>
> **Please check here if you are a foreign national.** ☐

Access W4

1. Click **Update W4** on the Payroll information tile on MyUW.
   NOTE: The Portal can be accessed from anywhere with Internet access, including your Smart Phone or Tablet.
   a. **All UW**: Employees can access the MyUW System portal at https://my.wisconsin.edu/
   b. **UW Madison**: Employees can access the MyUW Madison portal at https://my.wisc.edu/

2. Review **Personal Information**.
   NOTE: Personal information can be updated, see this document for more information.

Update Federal W4 Data

NOTE:
- If the current W4 on file is from the year 2019 or earlier, the Current Allowances will appear, this field is not editable and is just for informational purposes
- If claiming exemption, enter the current year in the **Exemption** field and check the **New** exempt box.

1. Select the **Tax Status**.
   WARNING: The status must be selected, even if there is no change.

2. Enter information in the **New** fields for Steps 2 through 4.
   NOTE: All **New** fields should have a value.

3. If not updating State Tax Data, scroll down to Authorization section.

> **Tax Status (Required):**
>
> Current Allowances (2019 and earlier): 0
>
> | | Current | New |
> |---|---|---|
> | Tax Status | Single or Married Filing Separately | ○ Single or Married Filing Separately |
> | | | ○ Married Filing Jointly |
> | | | ○ Head of Household |
>
> **Step 3: Claim Dependents**
>
> If your income will be $200,000 or less ($400,000 or less if married filing jointly):
>
> | | Current | New |
> |---|---|---|
> | Multiply the number of qualifying children under age 17 by $2000 | | 2000 |
> | Multiply the number of other dependents by $500 | + | 500 |
> | Total dependent amount: | $25000 | $2,500 |

Update State W4 Data

NOTE:
- The current state on record will display and can be updated. To change the state, submit a paper form to your payroll office.
- If claiming out of state residency and work location, please contact your payroll office.
- If claiming exemption, enter the current year in the **Exemption** field and check the **New** exempt box.

1. Select the **Tax Status**.
   WARNING: The status must be selected, even if there is no change.

2. Enter information in the **New** fields for **Withholding** and **Additional Amount**.
   NOTE: All **New** fields should have a value.

Authorization

1. Check the box and review the **Authorization** information.

2. Click **Submit**.

> **Authorization (Required):**
>
> ☐ By checking this box, I declare under penalties of perjury that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete. Furthermore, by clicking the submit button I am validating this form with an electronic signature and I understand that my payroll tax information will be updated according to these changes.
>
> **Submit**

3. **W-4 Successfully Submitted** will appear at the top of the page to inform you that the record was updated.

4. To print a copy of the submitted W4, click the **Print** button at the top of the page.
   NOTE: Printed copies are for personal records and do <u>not</u> need to be submitted to the payroll office.

5. Click the action menu in the top right corner and select **Sign Out**.

> **Payroll**   🏠 🔍 ⋮ ◉
>
> **Print**   W-4 Successfully Submitted
> ▼ Update State Tax Data Only **Federal Tax Data (W-4)**