

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.
- 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.

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Update State W4 Data

NOTE: If claiming exemption, enter the current year in the **Exemption** field and check the **New** exempt box.

Select a state in the New field from the **State** drop down.
 NOTE: Only certain states are available. If a state other than Wisconsin is selected the UW Supplemental Form W-4 must be filed.

2. Select the Tax Status.

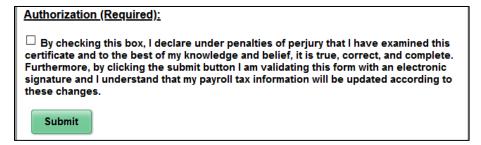
WARNING: The status must be selected, even if there is no change.

3. Enter information in the **New** fields for **Withholding** and **Additional Amount** or **Additional Allowances**, as needed.

NOTE: All **New** fields should have a value.

Authorization

- 1. Check the box and review the **Authorization** information.
- 2. Click 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**.



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