

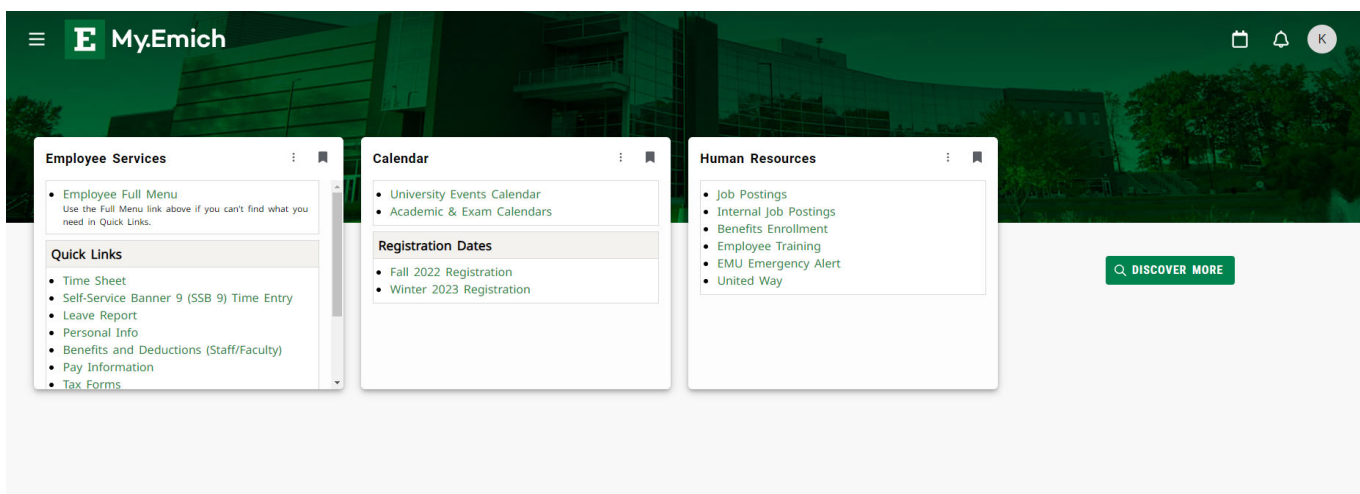
SETTING UP YOUR FEDERAL W4 TAX PREFERENCE

Step 1:

Log in to the www.my.emich.edu website using your username, password and Duo authentication.

Step 2:

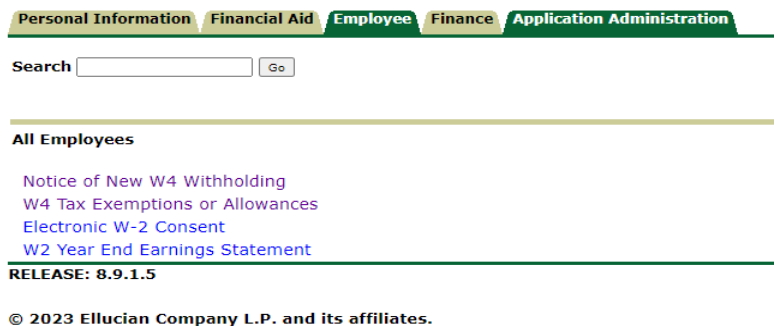
From the Employee Services tile, select **Tax Forms**.



If you do not have the Employee Services tile, click on **DISCOVER MORE** and scroll until you find it. Add it to your page by clicking the ribbon in the upper right corner of the tile.

Step 3:

Select W4 Tax Exemptions or Allowances.



Step 4:

You are now able to view your current Federal W4 tax information.

To update your information, select "Update" from the menu at the bottom of the page.

Personal Information Financial Aid Employee Finance Application Administration

Search Go

W-4 Employee's Withholding Certificate

Federal Tax
As of Date: Apr 06, 2023
Name: Kathleen M Holder
Address: 15162 Morris Ave
Allen Park MI 48101-3056

Last Name differs from SSN card: No
Deduction Status: Active
Start Date: Mar 23, 2020
End Date:
Filing Status: Single
Nonresident Alien: No
Step 2C Indicator: No
Dependent Amount: .00
Other Income: .00
Deductions: .00
Additional Withholdings: 101.00

Note: Extra Withholding. Enter any additional tax you want withheld each pay period.

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[History](#) | [Update](#) | [Contributions or Deductions](#)

[W2 Year End Earnings Statement]

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Step 5:

Read everything carefully. In this screen you can change your filing status, claim dependents or add additional withholdings.

*If you need more information you can visit the IRS website at:

<https://www.irs.gov/forms-pubs/about-form-w-4>

Update W-4 Information

bannerweb.oci.emich.edu/pls/banner/bwpkdcnm.P_UpdateDednW4?dcde=FED

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Update W-4 Information

Review Form W-4 2020 for required information on completing a new form W-4. Once you have made changes you will be required to certify those changes by clicking on Certify Changes and then clicking on OK in the pop up window. If the delete option is available select the check box then click on Certify Changes to remove the record.

* - Indicates a required field.

Federal Tax
Deduction Effective as of: Mar 26, 2023

If your last name differs from that shown on your Social Security Card, check here. ☐
Note: See Form W-4 instructions.

Effective Date of Change MM/DD/YYYY: *
Note: Effective Date must be after Mar 25, 2023 the date you were last paid.

I claim exemption from withholding for the tax year specified, and I certify that I meet both of the following conditions for exemption.
* Last year I had no tax liability and
* This year I expect to have no tax liability. If you meet both conditions, select "Exempt" in Deduction Status field.

Deduction Status: *

Step 1(c): Enter Personal Information

Filing Status: *
Filing Statuses are Single, Married Filing Separately, Married filing jointly (select this option if Qualifying widow(er)), Head of Household (Select only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual).

Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Certify Changes. See page 2 for more information on each step, who can claim exemption from withholding, when to use the estimator at www.irs.gov/W4App, and privacy.

Update W-4 Information

bannerweb.oci.emich.edu/pls/banner/bwpkdcnm.P_UpdateDednW4?dcde=FED

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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 of these jobs. Do only one of the following.

(a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3-4); or
(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; or

(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld.

Step 2C Indicator: ☐
TIP: To be accurate, submit a Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

Complete Steps 3-4(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 3-4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependents

If your total 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 :

Multiply the number of other dependents by \$500. :

Add the amounts above and enter the total here. :

Step 4 (optional):

Other Adjustments

(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income. :

(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here :

(c) Extra withholding. Enter any additional tax you want withheld each pay period :

Nonresident alien:

If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Nonresident Alien: ☐

Step 6:

When you are satisfied with your changes, select "Certify Changes".

Step 7:

Your tax information has been updated. Double check your paycheck to confirm.

Personal Information Financial Aid Employee Finance Application Administration

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Tax Update Confirmation

The updates you requested were successfully processed.



Please contact the Benefits Administrator or Payroll Office if you have any questions about the Tax Implications of your changes.

[W-4 Employee's Withholding Allowance Certificate](#)

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