Setting Up Your Federal W4 Tax Preference

Step 1:
Log in to the [www.my.emich.edu](http://www.my.emich.edu) website with your username and password.

Step 2:
Once you are logged in, click on the “Employee” tab.

Step 3:
Next, you must select the “Employee” tab that is NOT highlighted on your screen.
Step 4:
Your screen should now look like this. Next you will need to select “Tax Forms – All Employees”.

Step 5:
To view or change your Federal W4 tax information select “W4 Tax Exemptions or Allowances”.

Step 6:
You are now able to view your current Federal W4 tax information.
To update your information select “Update” below the print button.
Step 7:
Read everything carefully. In this screen you can change your filing status, number of allowances, or add any additional withholdings of your choice.

Step 8:
When you are satisfied with your changes, select “Certify Changes”.

Update W-4 Information

Access HELP for required information on completing the W-4 and then select Certify Changes. You will be required to certify your changes on the next page. Select Delete, if available, to remove the record.

* indicates a required field.

Federal Tax
Deduction Effective as of: Sep 18, 2011

If your last name differs from that shown on your Social Security Card, check here. □ Note: You must contact Social Security Administrator for a replacement card.

Effective Date of Change MM/DD/YYYY: *
Note: Effective Date must be after Sep 17, 2011 the date you were last paid. 09/18/2011

Deduction Status: * 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 a right to a refund of all federal income tax withheld because I had no tax liability and
* This year I expect a refund of all federal income tax withheld because I expect to have no tax liability.
If you meet both conditions, select "Exempt" in Deduction Status field.

Filing Status: * Single
Number of Allowances 0
Additional Withholdings 999999.99

Certify Changes
Restore Original Values

W-4 Employee's Withholding Allowance Certificate
RELEASE: 8.4
Step 9:
You will need to enter your PIN number and select “Submit” in order to make your changes permanent.

*If you do not know your PIN number it can be accessed by selecting the “Personal Information” tab and then select “Display EID and PIN”.

Step 10:
Your tax information has been updated when this screen appears. If you wish to change your Federal W4 tax information at any time, follow this same procedure.