Updating W-4 Information

1.	Begin by navigating to the **W-4 (Federal) Tax Information** page. Click the **Self Service** link. ▷ Self Service
2.	Click the **Payroll and Compensation** link.
3.	Click the **W-4 (Federal) Tax Information** link.
4.	Use the **W-4 Tax Information** page to change federal tax data only. The text at the top of this page provides useful information about federal taxes and the use of this form.
5.	Right-click the **Click here to access W4 form instructions and worksheet** link. Click here to access W4 form instructions and worksheet
6.	**Form W-4** Instruction PDF document opens in a separate window.
7.	You may print the form and use the **Personal Allowances Worksheet** section to determine your number of allowed exemptions.
8.	Click the **Close** button.
9.	You will update the total number of **Allowances** you wish to claim.
10.	Enter the desired information into the **Enter total number of Allowances you are claiming** field. Enter a valid value e.g. "**0**".
11.	If you want to have an additional amount withheld from each paycheck, you would enter the amount in this field.
12.	Your **Marital Status** has recently changed. You will update your marital status. Click the **Married** option.
13.	Click the **Scrollbar**.
14.	You wish to claim exemption from withholding for the current year. Read both conditional statements to confirm that you meet both conditions.
15.	Click the **Check 'Exempt' here if you meet both conditions.** option.

16.	Click the **Scrollbar**.
17.	Click the **Submit** button. Submit
18.	Click the **OK** button. OK
19.	Your updates display on the page. If you wish to continue to edit the page, click the W-4 Tax Information link.
20.	Congratulations! You have successfully reviewed and changed W-4 Federal Tax data. **End of Procedure.**