Tax Withholding Change (W-4) in Employee Self-Service

Follow the instructions to change or update your Federal and/or State Withholdings.

1. **Login to Employee Self-Service (ESS).**
   
   - **On-campus:** Navigate to [Administrative Applications and Resources (AAR)](https://secure.colostate.edu). Under Application Systems, choose HR System.
   
   ![Administrative Applications and Resources](https://secure.colostate.edu/)

   - **Off-campus:** Login to [https://secure.colostate.edu](https://secure.colostate.edu) using your eID and DUO ([https://www.acns.colostate.edu/duo](https://www.acns.colostate.edu/duo)). Then, select AAR from the Bookmarks menu.

   ![Administrative Applications and Resources (AAR)](https://secure.colostate.edu/)

2. Click on the CSU Employee Self-Service responsibility to expand the menu. Click W-4 Tax Form.

![CSU Employee Self-Service](https://secure.colostate.edu/)
3. To change/update your withholdings, click on Update at the bottom of the page.

4. On the Update Tax Form: Change or update your Filing Status, Claim Dependents, Deductions, Extra Withholdings.
5. If the last name is different than what is shown on your social security card, click the box in the Last Name Different section of the page.

6. If claiming exempt from Federal withholding (must meet certain criteria as listed), select the box in the Exempt from Withholding section of the page.

7. Once changes have been made, select the “I Agree” box in the Agreement section at the bottom of the page, then click Continue.

8. On the W-4 Tax Form: Review page, it generates a new W-4 form. To print, click the print icon. (Note: W-4 Form will prepopulate with employee information and withholding elections). If changes are correct, click on the Submit button.

9. Click Submit and then return to Overview, it will take you back to your Tax Form, page, and you will see your new elections.
State Tax Withholding

If you reside in any of the states listed below, the changes made to your Federal tax withholding will automatically update your State tax withholding.

<table>
<thead>
<tr>
<th>Arkansas</th>
<th>Minnesota</th>
<th>Rhode Island</th>
</tr>
</thead>
<tbody>
<tr>
<td>California</td>
<td>New Jersey</td>
<td>Utah</td>
</tr>
<tr>
<td>Colorado</td>
<td>New Mexico</td>
<td>Vermont</td>
</tr>
<tr>
<td>Delaware</td>
<td>New York</td>
<td>West Virginia</td>
</tr>
<tr>
<td>Massachusetts</td>
<td>North Dakota</td>
<td>Wisconsin</td>
</tr>
</tbody>
</table>

Employees who work in States that are not listed above are required to complete the State specific W-4. The form should be submitted directly to Human Resources at:

555 South Howes Street  
6004 Campus Delivery  
Fort Collins, CO 80523.

Employees who wish to designate a different State withholding allowance or amount (different than Federal withholding) are required to submit a separate W-4. On the Tax Form page, under State Information, click the Withholding Form (PDF) link.

Note: The State Withholding form, will be based on your state residency status. For example if you are a Colorado resident it will show “Colorado Withholding Form(PDF)”, if you are a resident of Georgia, it will show “Georgia Withholding Form(PDF).”

If you are a resident of one of the states below that automatically updates based on Federal withholding, the link will take you to the IRS Form W-4. To change/update your State withholding, complete the form, print, indicate on the form “State Withholding Only”, and return the form to Human Resources at:

555 South Howes Street  
6004 Campus Delivery  
Fort Collins, CO 80523.

If you are a resident of a State that is not listed above, you are required to complete the State specific W-4, the link will take you to your State specific W-4. Complete and return the form to Human Resources at:

555 South Howes Street  
6004 Campus Delivery  
Fort Collins, CO 80523.

Once all changes have been made click on Logout, on the top of the page.