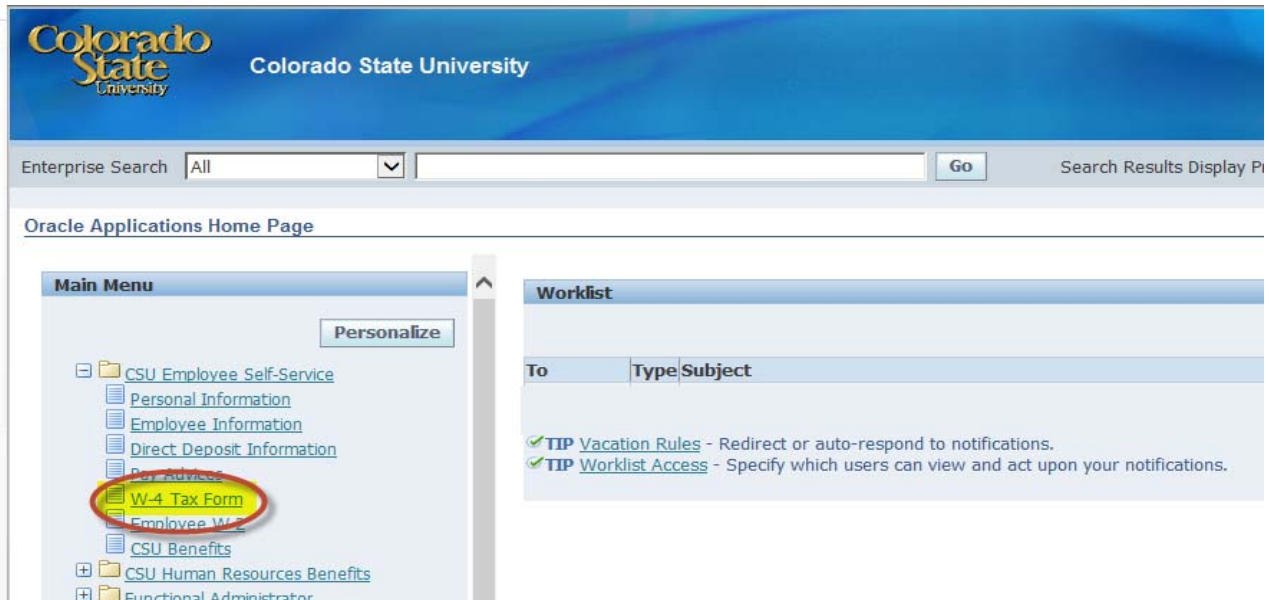


Tax Withholding Change (W-4)

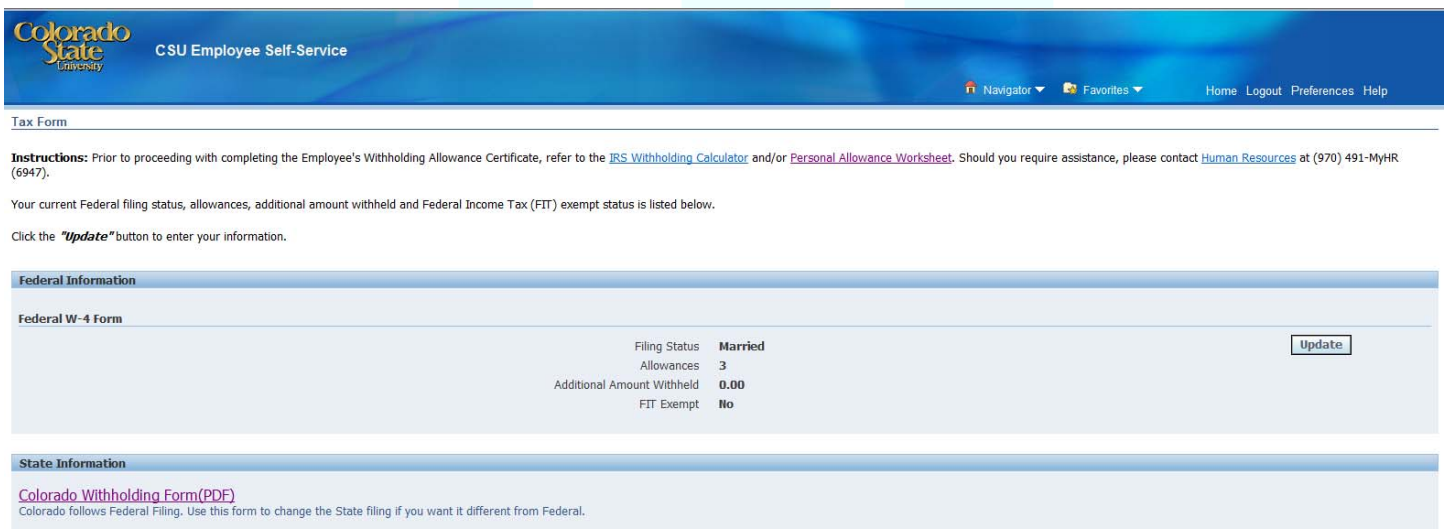
Follow the instructions to change or update your Federal and/or State Withholdings.

Federal Tax Withholding

1. Click on the **CSU EMPLOYEE SELF-SERVICE** responsibility to expand the menu. Click **W-4 Tax Form**.



The **Tax Form** page displays.



- To change/update your Federal tax withholding, click on **Update**, under the **Federal Information** section.
NOTE: See instructions below on how to update State withholding

Federal Information

Federal W-4 Form

Filing Status	Married	Update
Allowances	3	
Additional Amount Withheld	0.00	
FIT Exempt	No	

- On the **Update Tax Form: Federal W-4 Form** page, to change or update your withholding, select Filing Status, enter in number of Allowance, and Additional Amount Withheld, if applicable.

Colorado State University CSU Employee Self-Service

Update Tax Form: Federal W-4 Form

Federal and State withholding

The [Personal Allowance Worksheet](#) has helpful information about updating your W-4.

The Federal W-4 information you enter will create a record for your Federal and State withholding for the following States.

Arkansas	Maine	New York	Utah
California	Minnesota	North Dakota	Vermont
Colorado	Montana	Oklahoma	West Virginia
Delaware	Nebraska	Oregon	Wisconsin
Georgia	New Jersey	Rhode Island	
Idaho	New Mexico	South Carolina	

Employees who wish to designate a different State withholding allowance or amount (different than Federal withholding) are required to submit a separate W-4.

Employees who work in States that are not listed above are required to complete the State specific W-4. The W-4 form should be submitted directly to Human Resources at 555, South Howes Street, 6004 Campus Delivery, Ft. Collins, Co 80523.

Note: W-4 forms for citizens of another country are facilitated by the [University's Foreign Tax Office](#), and they can be reached at (970) 491-3538.

Click the "Continue" button to review your new W-4.

Filing Status: Single
 Married
 Married, but Withhold at Higher Single Rate

Allowances: ⓘ

Additional Amount Withheld: ⓘ

Last Name Different

- If 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.

Additional Amount Withheld ⓘ

Last Name Different

If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 (Social Security Administration) for a new card.

Last Name Different

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

Exempt from Withholding

I claim exemption from withholding for the current tax year and I certify that I meet BOTH of the following conditions for exemption:

- Last year 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, check 'EXEMPT':

Exempt

- Once changes have been made, select the "I Agree" box in the **Agreement** section at the bottom of the page, then click **Continue**.

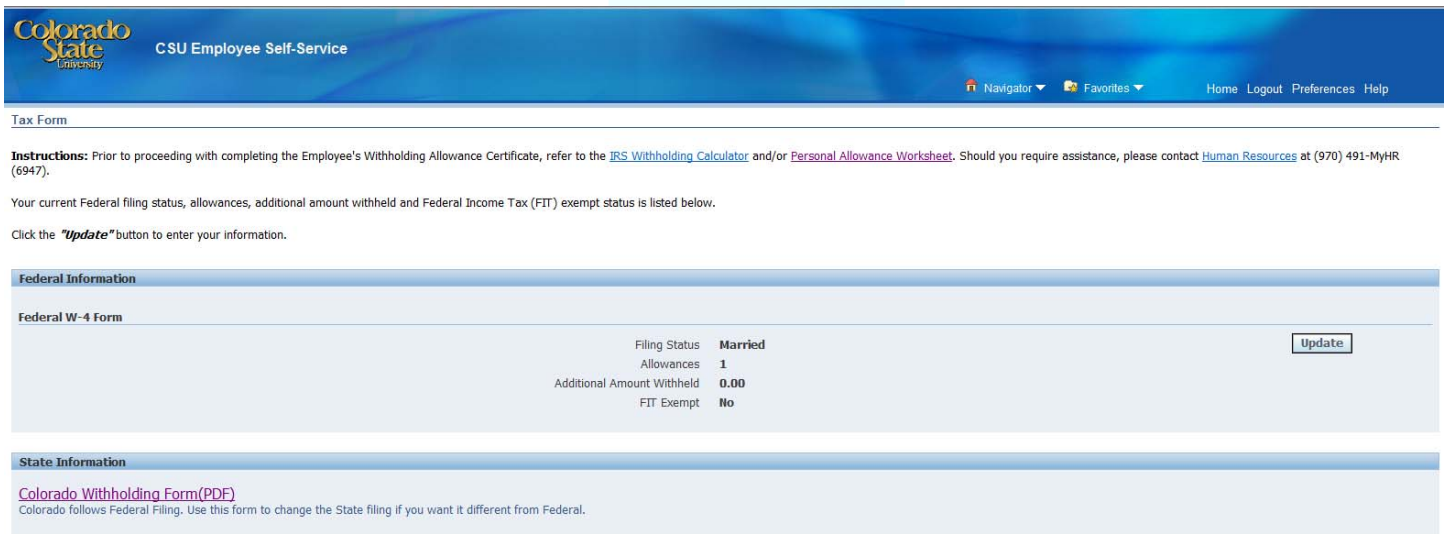
- On the **W-4 Tax Form: Review** page, it generates a new W-4 form. To print, hover over the W-4 form and click on the print icon. (Note: W-4 Form will prepopulate with employee information and withholding elections).

8. If changes are correct, click on the **Submit** button.

800-772-1213 for a new card.

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9. Click **Return to Overview**, it will take you back to your [Tax Form](#), page, and you will see your new elections.



The screenshot shows the 'Tax Form' page in the CSU Employee Self-Service system. At the top, there is a navigation bar with 'Navigator', 'Favorites', 'Home', 'Logout', 'Preferences', and 'Help'. Below the navigation bar, there are instructions for completing the withholding certificate and a link to the 'Update' button. The main content area is divided into two sections: 'Federal Information' and 'State Information'. The 'Federal Information' section displays the following details:

Filing Status	Married	<input type="button" value="Update"/>
Allowances	1	
Additional Amount Withheld	0.00	
FIT Exempt	No	

The 'State Information' section includes a link to the 'Colorado Withholding Form (PDF)' and a note that Colorado follows Federal Filing.

State Tax Withholding

If you are a resident of the below states, any change made to your Federal tax withholding, will automatically update your State tax withholding.

Arkansas	Maine	New York	Utah
California	Minnesota	North Dakota	Vermont
Colorado	Montana	Oklahoma	West Virginia
Delaware	Nebraska	Oregon	Wisconsin
Georgia	New Jersey	Rhode Island	
Idaho	New Mexico	South Carolina	

Employees who work in States that are not listed above are required to complete the State specific W-4. The W-4 form should be submitted directly to Human Resources at 555. South Howes Street, 6004 Campus Delivery, Ft. 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 on the Withholding Form(PDF) link.

Federal Information

Federal W-4 Form

Filing Status	Single		<input type="button" value="Update"/>
Allowances	2		
Additional Amount Withheld	0.00		
FIT Exempt	No		

State Information

Colorado Withholding Form(PDF)

Colorado follows Federal Filing. Use this form to change the State filing if you want it different from Federal.

Home Logout Preferences Help
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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, Ft. Collins, Co 80523.

Arkansas	Maine	New York	Utah
California	Minnesota	North Dakota	Vermont
Colorado	Montana	Oklahoma	West Virginia
Delaware	Nebraska	Oregon	Wisconsin
Georgia	New Jersey	Rhode Island	
Idaho	New Mexico	South Carolina	

If you are a resident of a State that is not listed above 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, Ft. Collins, Co 80523.

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

CSU Employee Self-Service

[Navigator](#) [Favorites](#) [Home](#) [Logout](#) [Preferences](#) [Help](#)

Tax Form

Instructions: Prior to proceeding with completing the Employee’s Withholding Allowance Certificate, refer to the [IRS Withholding Calculator](#) and/or [Personal Allowance Worksheet](#). Should you require assistance, please contact [Human Resources](#) at (970) 491-MyHR (6947).

Your current Federal filing status, allowances, additional amount withheld and Federal Income Tax (FIT) exempt status is listed below.

Click the **“Update”** button to enter your information.

Federal Information