Overview/Description

This job aid provides the steps necessary to complete your Federal Form W-4 withholding so the Payroll Department can calculate the correct amount of tax to withhold from your pay. Federal income tax is withheld from your wages based on marital status and the number of allowances claimed on this form. You may also specify an additional dollar amount be withheld. You can file a new Form W-4 anytime your tax situation changes and you choose to have more, or less, tax withheld.

Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

Prerequisite(s)
N/A

Instructions

1. Log in to OneUSG Connect.

2. Open W-4 Tax Information from Employee Self Service.

Navigation

Employee Self Service (Homepage) > Taxes > W-4 Tax Information

a. Select the Taxes tile.
b. Select **W-4 Tax Information**.

### 3. Enter W-4 Tax Data.

a. **Enter total number of Allowances you are claiming**: If needed, update the number of withholding allowances.

b. **Enter Additional Amount, if any, you want withheld from each paycheck**: If needed, update the number of additional allowances.

c. **Indicate Tax Status**: Select “Single” or “Married”

d. **If married filing separately, check here and select Single status for “Married, but withhold at higher Single rate.”**: Select if applicable.

e. **Check here if your last name differs from that shown on your social security card. You must call 1-800-772-1213 for a new card.**: Select if applicable.
   
a. **Claim Exemption**: Enter the appropriate year in which you are claiming the exemption.
   
b. Read the eligibility requirements and **Check this box if you meet both conditions to claim exempt status.**
   
c. Read the acknowledgement statement and click the **Submit** button.
   
   ![Claim Exemption Image]

   d. Click **OK** on the **Confirmation** page.