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 the information on this form. You can file a new Form W-4 anytime your tax situation changes.

Whether you are entitled to claim a certain number of dependents 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.

To ensure your tax information is correct, please review your paychecks periodically for accuracy. If you have questions or need assistance with determining if adjustments are needed on your W-4 form, please consult a tax professional.

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.
How Do I Update My W-4 Information?

**Employee Self Service Job Aid**

**ES406.02**

01/27/2020

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### 3. Personal Information.

**a. Personal Information:** Confirm that your name matches the name on your social security card.

**b. Address:** Confirm your address.

**c. Filing Status:** Select “Single”, “Married”, or “Head of Household.”

#### Step 1: Personal Information

Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to [www.ssa.gov](http://www.ssa.gov).

**Address**

**Filing Status**

- [ ] Single or Married filing separately
- [ ] Married filing jointly (or Qualifying widow(er))
- [ ] Head of Household (Check only if you are unmarried and pay more than half the cost of keeping up a home for yourself and a qualifying individual)

Complete Steps 2 through 4 ONLY if they apply to you. To see if you are exempt from withholding or you have concerns about your privacy, see instructions for Form W-4 on the IRS website.
4. Multiple Jobs or Spouse Works.

a. **Check here if you hold more than one job at a time or are married filing jointly and your spouse also works.**

   **Step 2: Multiple Jobs or Spouse Works**

   Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all these jobs.

   Do only one of the following.

   (a) Use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App) for most accurate withholding; or
   (b) Use the Multiple Jobs Worksheet and enter the result in Step 4 (c) below for roughly accurate withholding; or
   (c) If there are only two jobs total, you may check this box: Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld.

   CAUTION: if you have privacy concerns, choose (a) or (b). If you and/or your spouse have income from self-employment, including as an independent contractor, choose (a).

5. Claim Dependents.

**Complete this section if claiming dependents.**

To Qualify for the child tax credit, the child must be under the age of 17 as of December 31 must be your dependent who generally lives with you for more than half the year, and must have the required social security number.

   **Step 3: Claim Dependents**

   If your income will be $200,000 or less ($400,000 or less if married filing jointly):

   Multiply the number of qualifying children under age 17 by $2,000

   Multiply the number of other dependents by $500

   Other tax credits

   Total
6. Other Adjustments.

Complete this section if you have other adjustments:

a. **Other income**: If you want tax withheld for other income you expect this year that will not have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income. You should not include income from any jobs.

b. **Deductions**: If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet and enter the result here.

c. **Extra Withholding**: Enter any additional tax you want withheld each pay period.

7. Claim Exemption from Withholding.

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.