

## How Do I Update My G-4 Information?

### Navigation

1. Log into OneUSG Connect.
2. From **Employee Self Service**, click the **Taxes** tile.
3. Select **G4 Employee Self Service** in the menu.
4. **I am working in the State of:** Ensure GA is entered as the work location, unless you are a Georgia resident working in another state. Use the **Look Up** icon to select the correct state if this is the case.
5. Select the correct **Marital Status**.
6. If needed, update the number of **Withholding Allowances**.
7. If needed, update the number of **Additional Allowances**.
8. To withhold an additional amount, enter the amount in the **Additional Amount** field.
9. **Special Tax Status:** Select this checkbox if you are claiming exemption from withholding.
10. Click the **Submit** button.
11. Click **OK** on the **Confirmation** page.

