

## Add/Update Your W-4

This guide describes how to make a change to your federal and/or state income tax withholding (Form W-4).

Audience: All

Walkthroughs:

- 1.0 Navigation Path
- 2.0 Add a new W-4
- 3.0 Update an existing W-4

Process Step & Description	Action
<p><b>1.0 Navigation Path</b></p>	<p><b>Getting Started</b></p> <ul style="list-style-type: none"> <li>➤ <b>Navigation path</b> Me &gt; Show More &gt; Pay &gt; Tax Withholding</li> </ul> <p>From the home screen:</p> <ul style="list-style-type: none"> <li>● Click on the “Me” table to see all Employee Self-Service applications.</li> <li>● Click on the “Show More” icon listed under the quick action links as pictured below (Page 2)</li> </ul>

QUICK ACTIONS

-  Resignation
-  Search Jobs
-  Job Applications
-  Personal Details
-  Document Records
-  Identification Info
-  Contact Info
-  Family and Emergency Contacts
-  My Organization Chart
-  My Public Info

Show More

- Locate the “Pay” section and select “Tax Withholding”

Pay

 My Payslips

 Payment Methods

 Tax Withholding

**2.0  
Add a new  
W-4**

### Add a New W-4

To add a New W-4:

- Click the “Add” button.

Champlain College, Inc. + Add

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Fill out the first two fields:

\*When does this change start? \*What form would you like to add?

20-Feb-2020 VT

\*Under penalties of perjury, I declare that I have examined this certificate, and to the best of my knowledge and belief, it is true, correct, and complete.

I Agree

- Under “When does this change start?” specify the date when the new W-4 should take effect.
- Under “What form would you like to add?” specify the state for which you are adding a tax form.
  - Example: if you work in Vermont, you might be filling out the “VT” tax form.

Complete the newly added fields:

<p>*When does this change start?</p> <p>20-Feb-2020</p> <p>*What form would you like to add?</p> <p>VT</p> <p>Filing Status</p> <p>Single</p> <p>Personal Allowance</p> <p></p>	<p>Allowances for self and spouse</p> <p></p> <p>Number of Complete Exemption Dependents</p> <p style="text-align: right;">0</p> <p>Allowances of head of household</p> <p></p> <p>• Allowances</p> <p style="text-align: right;">0</p> <p>Additional Tax Amount</p> <p></p> <p style="text-align: right;">USD</p>
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I Agree

- Specify your Filing Status (i.e. single, married, married and withholding at a higher single rate, etc.)

- Specify the number of allowances that you will claim. This can vary significantly depending on the state.
- If applicable, specify an “Additional Tax Amount” which you would like to have taken out of each paycheck. If you do not want any additional amount taken out, you can leave this blank.
- Check the “I Agree” box to indicate your agreement with the statement above it that starts “Under penalties of perjury, I declare...”
- Click “Save”



*Note: Tax forms vary from state to state, so the fields will change depending on which state/form you select. For this guide we will use the “VT” tax form as an example.*

Your new tax form will show up on the “Tax Withholding” screen.

### 3.0 Update an Existing W-4

#### Update an Existing W-4

From the Tax Withholding screen:

- Locate the form you want to change.
- Click the “Pencil” icon

Form Name Federal	Allowances 0	
Start Date 29-Apr-2019	Additional Tax Amount 0 USD	
Filing Status Single	Exempt from Federal Income Tax No	
Form Name VI	Filing Status Single	
Start Date 29-Apr-2019	Personal Allowance Allowances for self and spouse	
	Number of Complete Exemption Dependents 0	

On the next screen, make the necessary changes:

<b>Form Name</b> Federal <b>*When does this change start?</b> 20-Feb-2020	<b>Qualifying Dependents Amount</b> 0 USD <b>Other Dependents Amount</b> 0 USD <b>Total Dependents Amount</b> 0 USD <b>Other Income Amount</b> 0 USD <b>Deductions Amount</b> 0 USD
<b>Filing Status</b> [Dropdown] <b>Multiple Jobs</b> [Dropdown] <b>Extra Withholding</b> 0 USD <b>Exempt from Federal Income Tax</b> No	

\* Under penalties of perjury, I declare that I have examined this certificate, and to the best of my knowledge and belief, it is true, correct, and complete.  
 I Agree

You can:

- Under “When does this change start?” specify the date when the change to your tax form should become effective.
- Specify your Filing Status (i.e. single, married, married and withholding at a higher single rate, etc.)
- Specify the number of allowances which you will claim. This can vary significantly depending on the tax form/state.
- If applicable, specify an “Additional Tax Amount” which you would like to have taken out of each paycheck. If you do not want any additional amount taken out, you can leave this blank.
- Check the “I Agree” box to indicate your agreement with the statement above it that starts “Under penalties of perjury, I declare...”
- Click “Save”

Your edited tax form will be reflected on the Tax Withholding screen.