

To view or update your W4 Exemptions & Allowances:

1. Go to Self-Service Banner (SSB) and click on the **Employees tab**
2. Click on the **Tax Forms** link
3. Select **W4 Tax Exemptions/Allowances** to view your current tax exemptions and allowances
4. If you would like to change your tax exemptions and/or allowances, click on the **Update** link at the bottom of the page.
5. Under the **Filing Status** dropdown, select your new filing status (Single, Married, Head of Household, etc.)

Deduction Status:* Active

I claim exemption from withholding for the tax year specified, and I certify that I meet both of the following conditions for exemption.

- * Last year I 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, select "Exempt" in Deduction Status field.

Filing Status:* Head of Household

Number of Allowances: Married
Married, but use Single rate
Single

Additional Withholding:

Note: Additional amount, if any, you want withheld from each paycheck.

6. In the **Number of Allowances** field enter your new number of allowances (including **0** if you have no allowances)
7. If you would like an additional amount withheld from your paycheck, enter this amount in the **Additional Withholding** field (which will be deducted *each pay period*).
8. Click on **Certify Changes**
9. Review the statement, and if you agree enter your **Self-Service Banner PIN**.
10. Click **Submit**

W-4 Certification

Enter your PIN and select Submit if you agree with the statement below. Otherwise, select a link and your W-4 changes will not be submitted.

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.

PIN:

Your new W4 Tax Exemptions & Allowances will be effective the next pay period.

Note: You can repeat the steps above at any time to modify your exemptions/allowances.