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.)
   
   ![Filing Status dropdown]
   
   [Number of Allowances] [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: [Redacted]
Submit

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.