

To Update your Kansas Withholding Information:

- **New employees** may submit their K-4 information via HRIS/Employee Self Service **after** receipt of the "Welcome to K-State" email. When claiming Single, no action is required.

In HRIS Go To: Main Menu -> Self Service > Payroll and Compensation > K-4 Tax Information

K-4 Tax Information

Wildcat, Willie

State of Kansas

You must complete Form K-4 so the Payroll Department can calculate the correct amount of tax to withhold from your pay. State income tax is withheld from your wages based on marital status and the number of allowances claimed on this form. You may also specify that an additional dollar amount be withheld. You can file a new Form K-4 anytime your tax situation changes and you choose to have more, or less, tax withheld.

Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by KDOR. Your employer may be required to send a copy of this form to KDOR.

Home Address

1245 Wildcat Lane
Manhattan, KS 66502

K-4 Tax Data

Enter total number of Allowances you are claiming:

Enter Addl Amount, if any, you want withheld from each check:

Indicate Marital Status: Single Married

K-4 Tax Data: Displays the number of allowances, additional amount for withholding, marital status you are currently claiming and links to the tax forms. To change your withholding:

- Enter the number of allowances and/or additional withholding amount you would like withheld.
- Select Marital Status: Single or Married

Claim Exemption

I claim exemption from withholding and I certify that I meet

BOTH of the following conditions for exemption

1. Last year I had a right to a refund of ALL State income tax withheld because I had NO tax liability.
2. This year I expect a refund of ALL State income tax withheld because I expect to have NO tax liability.

Check box if you meet both conditions to claim exempt status

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.

Submit

If you are claiming exempt and meet the conditions stated to the left, then click the box.

After clicking **Submit** button, the system will ask you to **Verify Identity.** A verification page will ask for your password, type your password and select 'Continue' or 'Cancel.'

[Help](#)

Verify Identity

To protect your privacy, verify your identity by typing your password. If you are not this user, click **Sign Out**.

User WWildcat

Password:

Continue

Cancel

If you click the "Continue" button, the following Submit Confirmation page will display and tell you that your change to your tax withholding may not affect the next paycheck you receive.

Submit Confirmation



The Submit was successful.

However, due to timing, your change may not be reflected on the next paycheck.

OK

When you click “OK” an email will be sent to you with the following information. Please review it carefully.

- Your employee ID number
- Your Name
- Employer: (State of Kansas, K-State Student Union, Athletics, or Student Publications)
- Marital Status
- No. of Allowances: the number of allowances you claimed
- Additional Amount: any additional dollar amount you designated
- Exemption from withholding Status: (Y or N)

For information regarding the Self-Service K-4 Tax Information, please contact Payroll in Human Capital Services at (785) 532-6277.