

## To Update your Federal Withholding Information:

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

**In HRIS go to:** Main Menu -> Self Service > Payroll and Compensation > W-4 Tax Information

### W-4 Withholding Certificate

Wildcat, Willie  
State of Kansas

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Your withholding is subject to review by the IRS [www.irs.gov](http://www.irs.gov)

#### Step 1: Personal Information

Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to [www.ssa.gov](http://www.ssa.gov)

#### Address

1245 Wildcat Lane  
Manhattan, KS 66502

#### Filing Status

- Single or Married filing separately
- Married filing jointly (or Qualifying widow(er))
- Head of Household (Check only if you are unmarried and pay more than half the cost of keeping up a home for yourself and a qualifying individual).

Complete Steps 2 through 4 ONLY if they apply to you. To see if you are exempt from withholding or you have concerns about your privacy, see instructions for Form W-4 on the IRS website.

**Under Filing Status** – Check the appropriate box to indicate your Filing Status

If you are unclear on how to complete the Steps 2, 3 and 4, you should,

1. Consult with a tax advisor.
2. Call the Employee Assistance Program (EAP) at 1-888-275-1205 (option 1); or
3. Go to the IRS website that is designed to help workers with W-4 tax questions. The website includes FAQs and videos to help answer their questions

<https://www.irs.gov/newsroom/improved-tax-withholding-estimator-helps-workers-target-the-refund-they-want-shows-how-to-fill-out-new-2020-w-4>

## Step 2: Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all these jobs.

[View Instructions](#)

Multiple Jobs or Spouse Works

Complete Steps 3 through 4(b) on Form W-4 for only one of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3 through 4(b) on the Form W-4 for the highest paying job.)

## Step 3: Claim Dependents

[View Instructions](#)

If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):

Multiply the number of qualifying children under age 17 by \$2,000

Multiply the number of other dependents by \$500

Other tax credits

Total

## Step 4: Other Adjustments

[View Instructions](#)

(a) Other Income

(b) Deductions

(c) Extra Withholding

## Claim Exemption from Withholding

I claim exemption from withholding for the year  and I certify that I meet

BOTH of the following conditions for exemption from withholding:

- Last year I owed no federal income tax.
- This year I expect to owe no federal income tax.

Check this box if you meet both conditions to claim exemption from tax withholding

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.

If you are claiming exempt and you meet the conditions stated above (bullet points), then click the check box above.

After clicking the **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'

## 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](#)

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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
- You submitted W-4 data via the Web and the date you changed the information
- Filing Status: the status you claimed (Single, Married or Married, but withhold at higher Single rate)
- Total Dependent Amount:
- Other Income Amount:
- Deductions Amount:
- Additional Amount: (Extra Withholding)
- Exemption from withholding Status: (Y or N)
- Employer: (State of Kansas, K-State Student Union, Athletics, or Student Publications)

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