



Employee Self Service Job Aid:

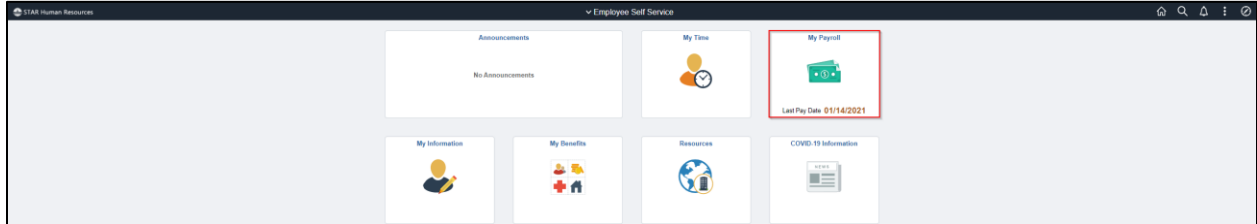
Tax Withholding



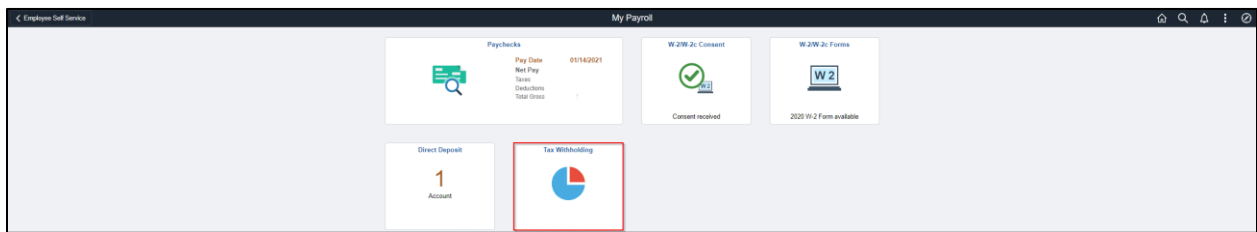
Enter or Update Federal Tax Withholding

NOTE: You should use an Internet Explorer browser to ensure the form opens correctly. If using a different browser, make sure your browser is set up to open PDFs directly in Adobe Reader.

From the **Employee Self Service Homepage**, select *My Payroll*.



Select *Tax Withholding*.



Click anywhere on the Federal tax row.

Tax Withholding			
Company	State of Wisconsin		
Status	Active		
Form Type	Jurisdiction	Withholding Details	
Federal	Federal	Tax Status	Single
		Withholding Allowances	3
		Additional Amount	0.00
		Additional Percentage	Other
State	Wisconsin	Tax Status	Single
		Withholding Allowances	3
		Additional Amount	0.00
		Additional Percentage	Other



Click on Federal Withholding Allowance Certificate.

Federal Tax Withholding Forms ×

Company State of Wisconsin

You must complete Form W-4 so that the correct amount of federal tax is withheld from your paychecks. Federal 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 W-4 anytime your tax situation changes and you choose to have more, or less, tax withheld.

The number of allowances or exemptions from withholding you are claiming is subject to review and your employer may be required to send a copy of this form to the IRS.

You may make changes to your withholding allowances online using the link below. A fill-in PDF version of the form will open so that you may enter your changes and submit to payroll electronically. Your browser must use Adobe Acrobat as the default document reader for the "Submit" button to be visible. After submitting, a confirmation page will open that includes a copy of your submitted form. Be sure to print or save a copy of the completed form for your records.

Updateable Forms

Form Description
Federal Withholding Allowance Certificate >

Click OK to download tax form.

WARNING

The system will download a copy of the tax form which contains personal information.
You should only continue if you are using a trusted and secure computer.
You should not continue if you are using a shared or public computer (such as those in a library or café). Doing this could leave your personal information vulnerable.

Click Open to open W-4 in Adobe Reader.

Do you want to open or save **PYTWF_FEDE.pdf** from [redacted]?

×



Step 1: Your personal information will auto-populate. Check the appropriate marital status.

Form W-4 Department of the Treasury Internal Revenue Service	Employee's Withholding Certificate		OMB No. 1545-0074
	▶ Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. ▶ Give Form W-4 to your employer. ▶ Your withholding is subject to review by the IRS.		
Step 1: Enter Personal Information	(a) First name and middle initial	Last name	(b) Social security number XXX-XX-XXXX
	Address		▶ 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 .
	City or town, state, and ZIP code		
	(c) <input checked="" type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly (or Qualifying widow(er)) <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)		

Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the online estimator, and privacy.

Step 2: If you have multiple jobs or are married filing jointly and your spouse also works, check the box on the right

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 of these jobs. Do only one of the following.
	(a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3-4); or (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; or (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld ▶ <input type="checkbox"/>

TIP: To be accurate, submit a 2020 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

Complete Steps 3-4(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 3-4(b) on the Form W-4 for the highest paying job.)

Step 3: If you want to claim dependents, fill in both boxes on the left and make sure to use multiples of \$2,000 and \$500 for qualifying children and other dependents, respectively. The total will calculate automatically at the bottom.

Step 3: Claim Dependents	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 ▶	\$ <input type="text"/>
	Multiply the number of other dependents by \$500 ▶	\$ <input type="text"/>
Add the amounts above and enter the total here		3 \$ <input type="text"/>



Step 4: If you want to include other adjustments (Other income, deductions or extra withholding), fill in boxes a, b, and c with dollar amounts. If you want to claim exemption from withholding, select Exempt from the dropdown.

NOTE: If this is your first time submitting a W-4 since the form changed in 2020 and you enter an amount greater than \$0 in Extra Withholding, you must submit this form twice to ensure the additional tax is withheld.

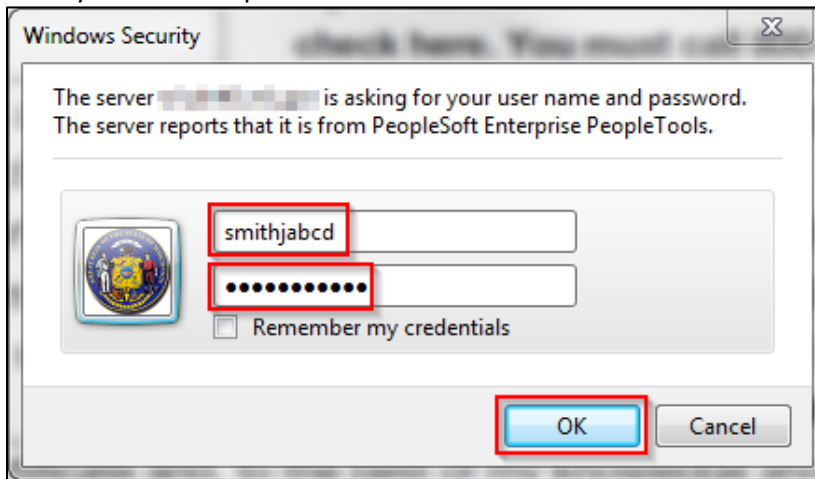
<p>Step 4 (optional): Other Adjustments</p> <p>(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income</p> <p>(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here</p> <p>(c) Extra withholding. Enter any additional tax you want withheld each pay period</p> <p><small>Exemption from withholding. By claiming exemption from withholding, you certify that you owed no Federal income tax in 2019, and that you expect to owe no Federal income tax in 2020. If you claim exemption from withholding, no income tax will be withheld from your paycheck.</small></p>	4(a) \$	<input type="text"/>
	4(b) \$	<input type="text"/>
	4(c) \$	<input type="text"/>
	Not Applicable	

Step 5: Your signature and today's date will auto-populate.

Step 6: Click Submit.

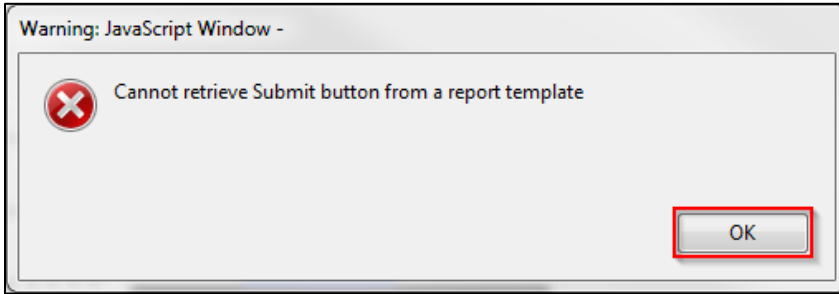
For Privacy Act and Paperwork Reduction Act Notice, see page 3.	Cat. No. 10220Q	Form W-4 (2020)
		<input type="button" value="Submit"/>

Enter your IAM and password and click OK.





If a warning popup message appears, click OK. The form will continue processing normally.



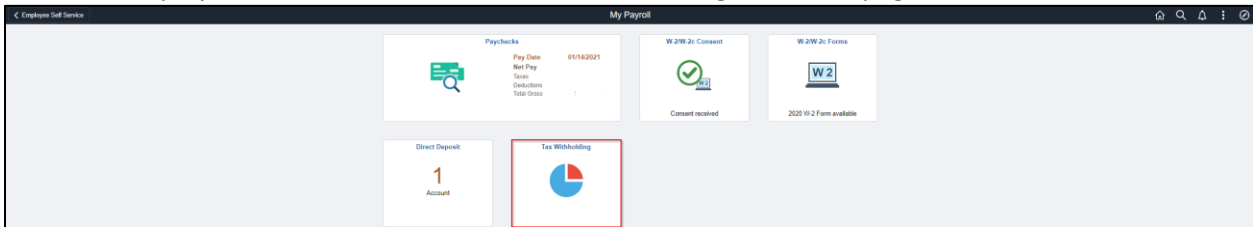
A confirmation page will appear with a copy of your completed form. You may print/save a copy for your records.

The changes you have made to your Federal Employee Withholding Allowance Certificate have been successfully submitted to Payroll on 2021-03-04. You can scroll to the next page to view your saved data or print/save a copy of this document for your records.

Please be advised when you close this document the original PDF document remains open for your reference. To exit the application process, you will need to close both the original and the updated PDF documents.

If you need to make additional changes, you must navigate back to the Tax Withholding Forms page and begin the process again.

Return to Employee Self Service and click on *Tax Withholding* to refresh page.





View updated tax withholdings.

Tax Withholding				
Company State of Wisconsin				
Status Active				
Form Type	Jurisdiction	Withholding Details		
Federal	Federal	Tax Status	Single	Dependent Amount 0.00
		Other Income	0.00	Deductions 0.00 >
		Extra Withholding	0.00	Other
State	Wisconsin	Tax Status	Single	Withholding Allowances 3
		Additional Amount	0.00	Additional Allowances >
		Additional Percentage		Other

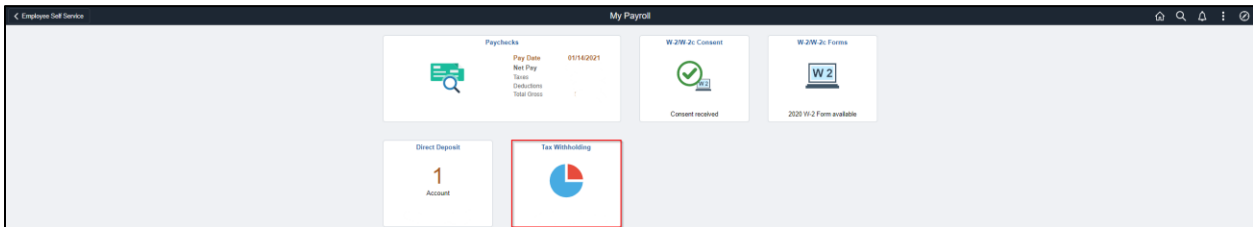
Update State Tax Withholding

NOTE: You should use an Internet Explorer browser to ensure the form opens correctly. If using a different browser, make sure your browser is set up to open PDFs directly in Adobe Reader.

From the **Employee Self Service Homepage**, select *My Payroll*.



Select *Tax Withholding*.





Click anywhere on the State tax row.

Tax Withholding				
Company State of Wisconsin				
Status Active				
Form Type	Jurisdiction	Withholding Details		
Federal	Federal	Tax Status	Single	Withholding Allowances 3
		Additional Amount	0.00	Additional Allowances >
		Additional Percentage		Other
State	Wisconsin	Tax Status	Single	Withholding Allowances 3
		Additional Amount	0.00	Additional Allowances >
		Additional Percentage		Other

Click on Wisconsin Withholding Allowance Certificate.

State Tax Withholding Forms ×

Company State of Wisconsin

You must complete Wisconsin Form WT-4 so that the correct amount of state tax is withheld from your paychecks. State income tax is withheld from your wages based on marital status and the number of allowances claimed on this form. You can file a new Form WT-4 anytime your tax situation changes and you choose to have more, or less, tax withheld.

The number of allowances or exemptions from withholding you are claiming is subject to review and your employer may be required to send a copy of this form to the WI DOR.

You may make changes to your withholding allowances online using the link below. A fill-in PDF version of the form will open so that you may enter your changes and submit to payroll electronically. Your browser must use Adobe Acrobat as the default document reader for the "Submit" button to be visible. After submitting, a confirmation page will open that includes a copy of your submitted form. Be sure to print or save a copy of the completed form for your records.

Updateable Forms

Form Description
Wisconsin Withholding Allowance Certificate >

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Click Open to open WT-4 in Adobe Reader



Update marital status, allowances in (a)-(c) for (d) to auto-populate, and/or additional amount, then click Submit.

Employee's Wisconsin Withholding Exemption Certificate/New Hire Reporting WT-4

Employee's Section (Print clearly)

Employee's legal name (last, first, middle initial)		Social security number	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withheld at higher Single rate. Note: If married, but legally separated, check the Single box.
Employee's address (number and street)		Date of birth	
City	State	Zip code	Date of hire

FIGURE YOUR TOTAL WITHHOLDING EXEMPTIONS BELOW
 Complete Lines 1 through 3 only if your Wisconsin exemptions are different than your federal allowances.

- (a) Exemption for yourself – enter 1
- (b) Exemption for your spouse – enter 1
- (c) Exemption(s) for dependent(s) – you are entitled to claim an exemption for each dependent
- (d) Total – add lines (a) through (c)

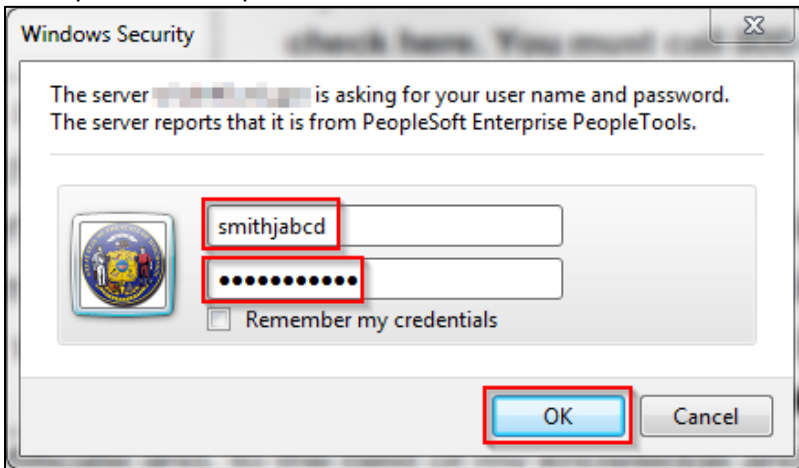
2. Additional amount per pay period you want deducted (if your employer agrees)

3. I claim complete exemption from withholding (see instructions). Enter "Exempt"

I CERTIFY that the number of withholding exemptions claimed on this certificate does not exceed the number to which I am entitled. If claiming complete exemption from withholding, I certify that I incurred no liability for Wisconsin income tax for last year and that I anticipate that I will incur no liability for Wisconsin income tax for this year.

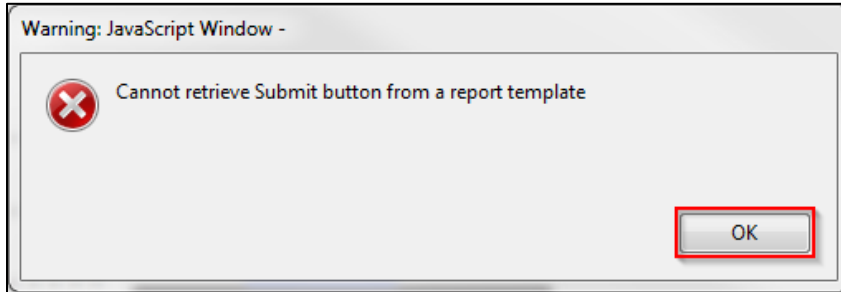
Signature: _____ Date Signed: 04/19/2019 **Submit**

Enter your IAM and password and click OK.





If a warning popup message appears, click OK. The form will continue processing normally.



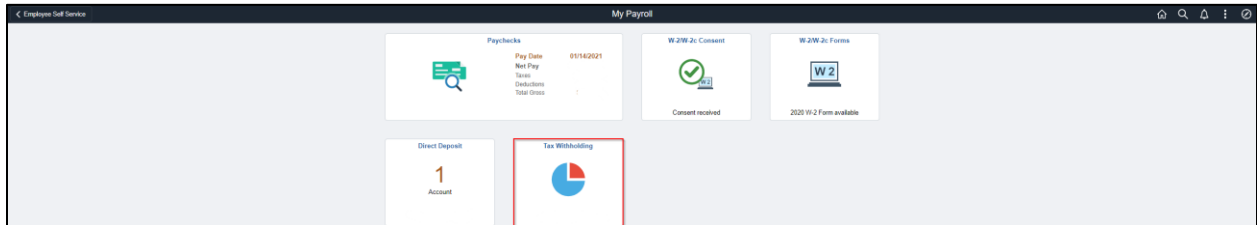
A confirmation page will appear with a copy of your completed form. You may print/save a copy for your records.

The changes you have made to your state Employee Withholding Allowance Certificate have been successfully submitted to payroll pn 2021-03-17. You can scroll to the next page to view your saved data or print/save a copy of this document for your records.

Please be advised when you close this document the original PDF document remains open for your reference. To exit the application process, you will need to close both the original and the updated PDF documents.

If you need to make additional changes, you must navigate back to the Tax Withholding Forms page and begin the process again.

Return to Employee Self Service and click on *Tax Withholding* to refresh page.





View updated tax withholdings.

Form Type		Jurisdiction		Withholding Details	
Company		State of Wisconsin			
Status		Active			
Federal	Federal	Tax Status	Single	Dependent Amount	0.00
		Other Income	0.00	Deductions	0.00 >
		Extra Withholding	0.00	Other	
State	Wisconsin	Tax Status	Single	Withholding Allowances	0
		Additional Amount	0.00	Additional Allowances	>
		Additional Percentage		Other	

NOTE: If you claim 10 or more withholding allowances or exempt from withholding, the request will go to pending status. It will remain in pending status until the current pay period is confirmed.

Out-of-State Taxes

The system only allows state tax updates for employees living in Wisconsin. If you live and/or work in any other state, you will need to submit the appropriate tax form(s) to your agency payroll specialist.

Additional Resources

For more information on the new Federal W-4 form, please refer to the following IRS pages:

- [FAQs on Form W-4](#)
- [IRS Tax Withholding Estimator](#)

If you have further questions about any of the topics presented in this Job Aid, additional resources are available on the [ESS Job Aids](#) page.