



## Employee Self Service Job Aid:

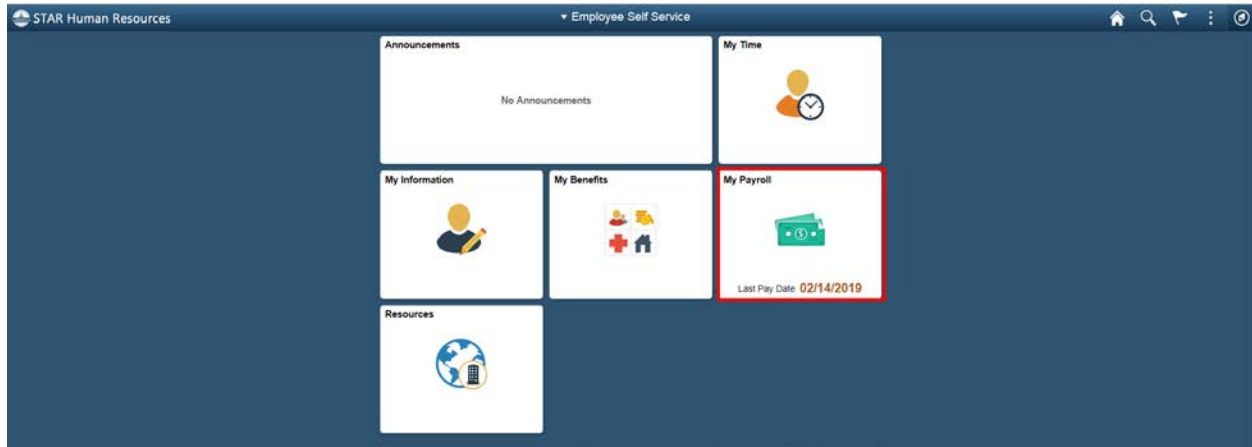
### Tax Withholding



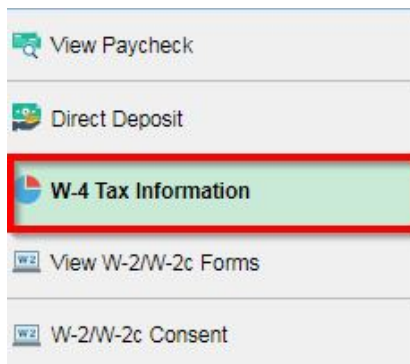
#### Update Federal Tax Withholding

**NOTE:** You must use an Internet Explorer browser to ensure the form opens in Adobe Reader correctly.

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



Select **W-4 Tax Information**.





Click anywhere on the Federal tax row.

## W-4 Tax Information

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 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 to your computer 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 computer or public computer (such as those in a library or internet café); doing this could leave your personal information vulnerable.

OK

Cancel

The W-4 will open in a separate window. Update marital status, allowances, and/or additional amount, then click Submit.

Separate here and give Form W-4 to your employer. Keep the worksheet(s) for your records.

<b>Form W-4</b> Department of the Treasury Internal Revenue Service		<b>Employee's Withholding Allowance Certificate</b> ▶ Whether you're entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.		OMB No. 1545-0074 <b>2019</b>	
1 Your first name and middle initial Matthew M		Last name Green		2 Your social security number XXX-XX-XXXX	
Home address (number and street or rural route) 1234 Maple St, Oakville, ON L4L 1A1		3 <input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. Note: If married filing separately, check "Married, but withhold at higher Single rate."			
City or town, state, and ZIP code Oakville, ON L4L 1A1		4 If your last name differs from that shown on your social security card, check here. You must call 800-772-1213 for a replacement card. <input type="checkbox"/>			
5 Total number of allowances you're claiming (from the applicable worksheet on the following pages) . . . . .				5	0
6 Additional amount, if any, you want withheld from each paycheck . . . . .				6	\$ 25.00
7 I claim exemption from withholding for 2019, and I certify that I meet <b>both</b> of the following conditions for exemption. • Last year I had a right to a refund of <b>all</b> federal income tax withheld because I had <b>no</b> tax liability, <b>and</b> • This year I expect a refund of <b>all</b> federal income tax withheld because I expect to have <b>no</b> tax liability. If you meet both conditions, write "Exempt" here . . . . . ▶				7 Not Applicable	
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.					
Employee's signature (This form is not valid unless you sign it.) ▶ Matthew Green					
8 Employer's name and address (Employer: Complete boxes 8 and 10 if sending to IRS and complete boxes 8, 9, and 10 if sending to State Directory of New Hires.) State of Wisconsin PO Box 7932 Madison, WI 53707-7932				Date ▶ 04/19/2019	
				9 First date of employment	
				10 Employer identification number (EIN) 474571342	
For Privacy Act and Paperwork Reduction Act Notice, see page 4.				Cat. No. 10220Q	
				Form <b>W-4</b> (2019)	
				<b>Submit</b>	

**NOTE:** If you would like to have a copy for your records, you may print the PDF after submitting the form

Return to Employee Self Service and click on W-4 Tax Information to refresh page.

View Paycheck
Direct Deposit
<b>W-4 Tax Information</b>
View W-2/W-2c Forms
W-2/W-2c Consent

View updated tax withholdings.



## W-4 Tax Information

Company State of Wisconsin

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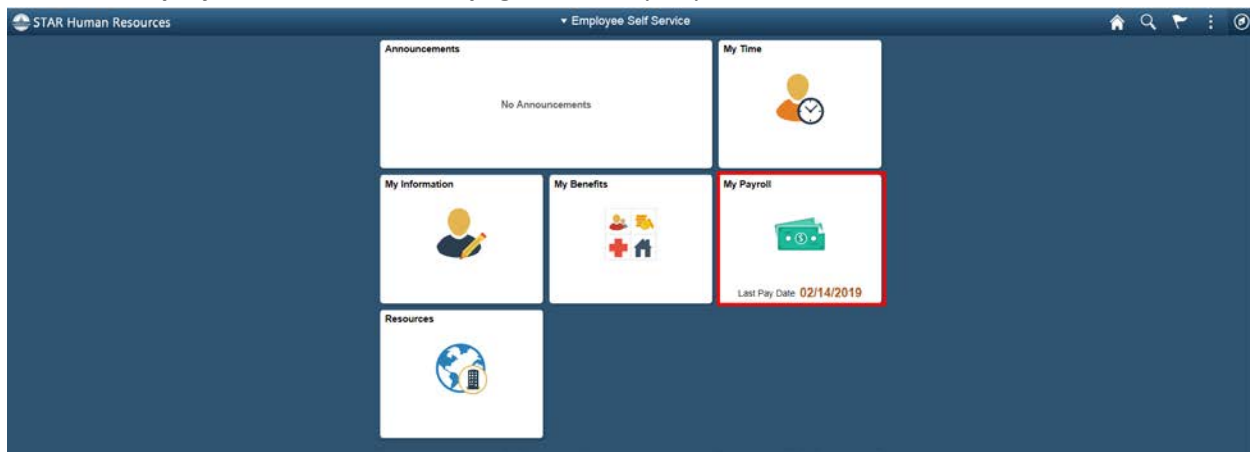
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**NOTE:** If you claim 10 or more withholding allowances or exempt from withholding, the request will go to pending status. It will be reviewed and approved by payroll to ensure taxes are updated in the current pay period being processed.

### Update State Tax Withholding

**NOTE:** You must use an Internet Explorer browser to ensure the form opens in Adobe Reader correctly.

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



Select W-4 Tax Information.



View Paycheck
Direct Deposit
<b>W-4 Tax Information</b>
View W-2/W-2c Forms
W-2/W-2c Consent

Click anywhere on the State tax row.

### W-4 Tax Information

Company State of Wisconsin

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		Additional Percentage		Other

Click on Wisconsin Withholding Allowance Certificate.



State Tax Withholding Forms		
<p><b>Company</b> State of Wisconsin</p> <p>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.</p> <p>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.</p> <p>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.</p> <p><b>Updateable Forms</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Form Description</th> </tr> </thead> <tbody> <tr> <td> <div style="display: flex; justify-content: space-between; align-items: center;"> <div>Wisconsin Withholding Allowance Certificate</div> <div style="font-size: 20px;">&gt;</div> </div> </td> </tr> </tbody> </table>	Form Description	<div style="display: flex; justify-content: space-between; align-items: center;"> <div>Wisconsin Withholding Allowance Certificate</div> <div style="font-size: 20px;">&gt;</div> </div>
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The W-4 will open in a separate window. Update marital status, allowances, and/or additional amount, then click Submit.

Employee's Wisconsin Withholding Exemption Certificate/New Hire Reporting				WT-4
<b>Employee's Section</b> (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 withhold at higher Single rate. <b>Note:</b> 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	
<b>FIGURE YOUR TOTAL WITHHOLDING EXEMPTIONS BELOW</b> Complete Lines 1 through 3 only if your Wisconsin exemptions are different than your federal allowances.				
1. (a) Exemption for yourself – enter 1				1
(b) Exemption for your spouse – enter 1				0
(c) Exemption(s) for dependent(s) – you are entitled to claim an exemption for each dependent				1
(d) Total – add lines (a) through (c)				1
2. Additional amount per pay period you want deducted (if your employer agrees)				Not Applicable
3. I claim complete exemption from withholding (see instructions). Enter "Exempt"				Not Applicable
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		<input type="button" value="Submit"/>

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### Out-of-State Taxes

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



### **Additional Resources**

If you have further questions about any of the topics presented in this Job Aid, additional resources are available at [https://dpm.wi.gov/Pages/Managers\\_and\\_Supervisors/HcmJobAids.aspx](https://dpm.wi.gov/Pages/Managers_and_Supervisors/HcmJobAids.aspx)