Updating Federal and State Income Tax Withholding Information (Form W-4)

NEW HIRES

When all sections of the I-9 Form are complete, you will be granted access to the Employee Tab in WPconnect. This access allows you to complete the Direct Deposit and Federal and State Tax Forms (Form W-4). You will receive a WPconnect notification when your access has been granted. Once you receive this notification, please complete the Federal and State Tax forms as soon as possible.

If you do not submit a Federal or State Tax form deductions will be withheld from your pay check based on IRS and State regulation.

INSTRUCTIONS FOR COMPLETING FEDERAL TAX FORM (for new hires and current employees)

To update your Federal W-4, login to WPconnect portal and click on Employee Dashboard under the Employee tab. Scroll down to "Pay Information" and click on "Taxes" to see your options:

Pay Information				^
Latest Pay Stub: 03/29/2019	All Pay Stubs	Direct Deposit Information	Deductions History	
Earnings				*
Benefits				~
Taxes				~
Job Summary				~
Employee Summary				~

Next click on W-4 Employee's Withholding Allowance Certificate:

Taxes		~
Federal Income Tax	W-4 Employee's Withholding Allowance Certificate	W-2 Wage and Tax Statement
Filing Status: Single	Electronic Regulatory Consent	W-2c Corrected Wage and Tax Statement
Status: Active	HEROTOLOGIC STOCKED	The second trace and the second
Number of Allowances: 0	1095-C Employer Provided Health Insurance Offer and Coverage Statement	
Additional Withholding:		
Louisiana State Tax		
Filing Status: Single		
Status: Active		
Pers Ex: 0		
Dep Ex: 0		
Additional Witholding:		

This shows your current Federal Tax Withholding status, allowances, and additional withholding amount (if you chose this option).

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VILLIAM I	Aterson Unive	RSITY	
Personal Inform	nation Student Financial A	Nd Faculty Services Employee	
Search		- Certificate	
W-4 Empl	oyee's withholding	g Certificate	
Federal Withh As of Date: Name:	Jun :	23, 2021	
Address:	fors from SSN cardi No.		
Deduction Sta Start Date:	atus: Activ May	ve 13, 2017	
End Date: Filing Status:	Marr	ried Filing Jointly	
Step 2C Indic Dependent A	ator: nount:	Yes No 4.500.00	
Other Income Deductions:		200.00 100.00	
Additional Wi Note: Extra W	thholding: 'ithholding. Enter any addti	2,000.00 ional tax you want withheld each pay period.	
Print		History (Update) Contributions or Deductions	
		[W2 Year End Earnings Statement]	
RELEASE: 8.10	5.1 Company I. P. and its affi	Weter	
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Please read and carefully follow the instructions on the form to enter your changes. For instructions to completing the form and IRS tax withholding estimator, visit: <u>https://www.irs.gov/forms-pubs/about-form-w-4</u>

Once you have completed your updates, you must click on the gray "Certify Changes" button. Read the pop up message carefully and click "OK":

Enter your desired changes and click the Submit Changes button. Please realize that by clicking the Submit Changes button. I dester your desired changes and click the Submit Changes button. I deates a required field. If your last name differs from that shown on your Social Security Card, check here. I your last name differs from that shown on your Social Security Card, check here. I your last name differs from that shown on your Social Security Card, check here. I your last name differs from that shown on your Social Security Card, check here. I claim exemption from withinding for the tax year specified, and I certify that I meet both of the following conditions for exemption. I claim exemption from withinding of the tax year specified, and I certify that I meet both of the following conditions for exemption. I claim exemption from withinding of the tax year specified, and I certify that I meet both of the following conditions for exemption. I stays are legated to have no tax liability. If you meet both conditions, select "Exempt" in Deduction Status field. Fling Status: Married Filling Jointly v Nonesident Allen: I claim exemption from withinding 199090.99: 1 00 Multiply the number of qualifying cliden under age 17 by \$2,000. Above Age 17 Amount 999990.99: 1 00.00 Step 3: Add the amounts above and ent fre tax here. Other Income 999990.99: 1 00.00 Step 4: Step 5: Form W-4 instructions. Certify Changes Withholding 99990.99: 200.00 Step 4: Discreter All income. Additional Withholding 999990.99: 200.00 Step 4: Discreter All income. Certify Changes	Update W-4 Information			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	
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You will receive the following message once the updated W4 is successfully submitted:

Tax Update Confirmation	
The updates you requested were successfully processed.	
Tax updates are processed immediately but are subject to review by the Benefits Acministrator or Payroll Office.	
IMPORTANT NOTE: Please contact the Benefits Administrator or Payroll Office If you have any questions about the Tax Implications of your changes.	
W-4 Employee's Withholding Allowance Certificate	

INSTRUCTIONS FOR COMPLETING STATE TAX FORM(S)

To access the State Tax forms and upload instructions, click here.

If you experience any difficulty with this process or receive any message other than the one shown above, please contact the Payroll department at payroll@wpunj.edu .