Updating your W4 Tax Filing Status:

Go to the main OSU webpage: www.oregonstate.edu

Select “Online Services” at the top of the page.
Next select the first link in the list that appears “Online Services Quick Login”
Or “Online Service Login” on the right side task bar; both bring you to the same login

OR Click the Log In link on this webpage

Log-in (Your ONID Username can be your ONID login, your ID Number, or your Social Security Number. Your ONID Password is initially set up as your date of birth (MMDDYY))

Click on “Employee Information”
Next on “Tax Forms” and select W-4 Tax Exemptions/Allowances
Scroll to the bottom of the page and Click “Update”
Complete the following

![W-4 Tax Form](image)

**IMPORTANT:** The allowances claimed will be used for both Federal and State tax deductions. If you wish to have a different amount claimed for State please submit a W4 form to the payroll office with “State Only” written on the bottom.

If you wish to claim Exempt status you must submit a paper form to the payroll office by the 15th of the month. Exempt status is only valid for one year and must be resubmitted by February 15th each year to continue that status.

Next
Check the box to add the “signature” declaring that you have examined the certificate and it is