Updating your W4 Tax Filing Status:

Go to the main OSU webpage: www.oregonstate.edu
Select “Faculty and Staff” on the right.
Next select “myOSU Portal” under Technical Resources

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 top tab “Employee”
Next select “W4”
Scroll to the bottom of the page and Click “Update”
Complete the following

- indicates a required field.

**Federal Tax**

Deduction Effective as of:  
Status:

Effective Date of Change MM/DD/YYYY:  
Note: Effective Date must be after Mar 31, 2009 the date you were last paid.

Filing Status: Married

Number of Allowances 99: 0

Additional Withholding 999,999.99: 

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

☐ 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.

Submit Changes  Restore Original Values

**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.