

UPDATE W4 TAX WITHHOLDING

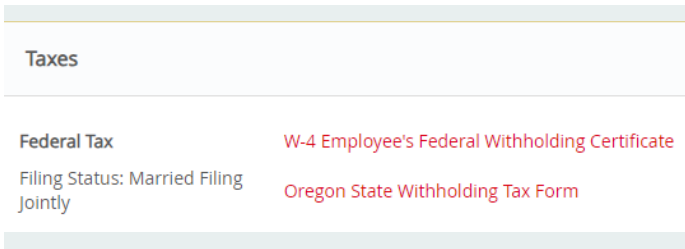
- ◆ LOG INTO EMPLOYEE SELF SERVICE AT MY.OREGONSTATE.EDU
- ◆ CHOOSE “EMPLOYEE DASHBOARD”



- ◆ SEARCH FOR EMPLOYEE
- ◆ SELECT “ONLINE SERVICES EMPLOYEE DASHBOARD”



YOU WILL BE BROUGHT TO YOUR PROFILE
SCROLL DOWN TO “TAXES”



- ◆ CHOOSE W-4 EMPLOYEE’S FEDERAL WITHHOLDING CERTIFICATE

OR

- ◆ OREGON STATE WITHHOLDING TAX FORM TO UPDATE EITHER FEDERAL OR STATE TAX WITHHOLDING

FEDERAL WITHHOLDING

YOU ARE BROUGHT TO A PAGE SHOWING YOUR CURRENT FEDERAL TAX WITHHOLDING

- ◆ TO UPDATE—SCROLL TO THE BOTTOM OF THE PAGE
- ◆ CLICK “UPDATE”



THE FORM WILL COME IN WITH THE NEXT POSSIBLE EFFECTIVE DATE TO MAKE THE CHANGES.

IF YOU WANT THE CHANGE TO BE FUTURE DATED CHANGE THE EFFECTIVE DATE FIELD ACCORDINGLY.

Effective Date of Change
MM/DD/YYYY: *

COMPLETE THE RELEVANT WITHHOLDING FIELDS

CLICK “CERTIFY CHANGES” TO SAVE



- ◆ CLICK “OK” ON THE POP UP BOX TO FINALIZE YOUR CHANGES

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. X



STATE WITHHOLDING

YOU WILL BE BROUGHT TO A LOGIN PAGE FOR A POWERFORM

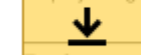
- ◆ ENTER YOUR NAME AND OSU EMAIL ADDRESS
- ◆ CLICK “BEGIN SIGNING”
- ◆ CONTINUE TO THE FORM AND FILL IN THE RELEVANT FIELDS



- ◆ CLICK “SIGN” TO e-SIGN THE FORM

Sign here. Under penalty of false swearing, I dec

Employer signature (This form isn't valid unless signed.)



Employer use only.
Employer name

- ◆ CLICK “FINISH”



OSU PAYROLL WILL RECEIVE THE FORM AND MAKE THE CHANGES TO YOUR OREGON TAX WITHHOLDING IN THE NEXT POSSIBLE PAY PERIOD.

WITHHOLDING FORMS MUST BE RECEIVED BY THE 15TH OF THE MONTH TO GUARENTEE CHANGES FOR THE CURRENT PAY PERIOD

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