



Update your W4 tax Withholding Status Online

Step one: Navigate to mysu.oregonstate.edu

Step two: Login using your ONID username and ONID password.

Your ONID username can be your ONID login, your OSU ID number, or your social security number. Your password is initially set up as your date of birth (MMDDYY)

Step three: Select *Employee*.

Then navigate to *My Employment Details*.

Oregon State University

myOSU

My Personal Pages

Welcome

Employee

Admin Tools

My Employment Details

[My Business Center](#)
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Step Four: Select *W4*

Step Five: Scroll to the bottom of the page and click *Update*

History | Update

Step Six: Complete the following entry

Federal Tax

Deduction Effective as of: Jan 01, 2016

If your last name differs from that shown on your Social Security Card, check here.

Note: You must contact Social Security Administrator for a replacement card.

Effective Date of Change MM/DD/YYYY:* 01/01/2016

Note: Effective Date must be after Dec 31, 2015 the date you were last paid.

Filing Status:* Married

Number of Allowances 99 :* 0

Additional Withholding 999999.99 :

Note: Additional amount, if any, you want withheld from each paycheck.

Step Seven: Click *Certify Changes*

Step Eight: Enter your ONID password to certify the changes and click *Submit*

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.

ONID Password:

Submit

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.



AABC Payroll

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