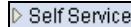


## Updating W-4 Information

1.	Begin by navigating to the <b>W-4 (Federal) Tax Information</b> page.  Click the <b>Self Service</b> link.  
2.	Click the <b>Payroll and Compensation</b> link.
3.	Click the <b>W-4 (Federal) Tax Information</b> link.
4.	Use the <b>W-4 Tax Information</b> page to change federal tax data only. The text at the top of this page provides useful information about federal taxes and the use of this form.
5.	Right-click the <b>Click here to access W4 form instructions and worksheet</b> link.  
6.	<b>Form W-4</b> Instruction PDF document opens in a separate window.
7.	You may print the form and use the <b>Personal Allowances Worksheet</b> section to determine your number of allowed exemptions.
8.	Click the <b>Close</b> button.  
9.	You will update the total number of <b>Allowances</b> you wish to claim.
10.	Enter the desired information into the <b>Enter total number of Allowances you are claiming</b> field.  Enter a valid value e.g. " <b>0</b> ".
11.	If you want to have an additional amount withheld from each paycheck, you would enter the amount in this field.
12.	Your <b>Marital Status</b> has recently changed. You will update your marital status.  Click the <b>Married</b> option.  
13.	Click the <b>Scrollbar</b> .
14.	You wish to claim exemption from withholding for the current year.  Read both conditional statements to confirm that you meet both conditions.
15.	Click the <b>Check 'Exempt' here if you meet both conditions.</b> option.  

16.	Click the <b>Scrollbar</b> .
17.	Click the <b>Submit</b> button. <input type="button" value="Submit"/>
18.	Click the <b>OK</b> button. <input type="button" value="OK"/>
19.	Your updates display on the page.  If you wish to continue to edit the page, click the W-4 Tax Information link.
20.	Congratulations! You have successfully reviewed and changed W-4 Federal Tax data. <b>End of Procedure.</b>