# Updating W-4 Information

1. Begin by navigating to the **W-4 (Federal) Tax Information** page. 
   Click the **NavBar** on the right side of the screen.

2. Click the **Navigator Icon**. Then click the "Self Service" link and then "Payroll and Compensation" link.

3. Click the **W-4 (Federal) Tax Information** link.

4. Use the **W-4 Tax Information** 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 **Click here to access W4 form instructions and worksheet** link.

6. **Form W-4** Instruction PDF document opens in a separate window.

7. You may print the form and use the **Personal Allowances Worksheet** section to determine your number of allowed exemptions.

8. Click the **Close** button.

9. You will update the total number of **Allowances** you wish to claim.

10. Enter the desired information into the **Enter total number of Allowances you are claiming** field.

11. Enter a valid value e.g. "0".

12. If you want to have an additional amount withheld from each paycheck, you would enter the amount in this field.

13. Your **Marital Status** has recently changed. You will update your marital status.

14. Click the **Married** option.

15. Click the **Scrollbar**.

16. You wish to claim exemption from withholding for the current year.

17. Read both conditional statements to confirm that you meet both conditions.

18. Click the **Check 'Exempt' here if you meet both conditions.** option.
16. Click the **Scrollbar**.

17. Click the **Submit** button.

18. Click the **OK** button.

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. **End of Procedure.**