

Updating Federal and State Income Tax Withholding Information (Form W-4)

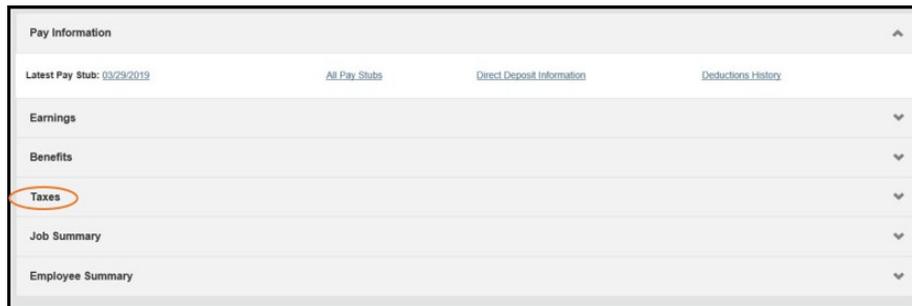
NEW HIRES

When all sections of the I-9 Form are complete, you will be granted access to the Employee Tab in WPconnect. This access allows you to complete the Direct Deposit and Federal and State Tax Forms (Form W-4). You will receive a WPconnect notification when your access has been granted. Once you receive this notification, please complete the Federal and State Tax forms as soon as possible.

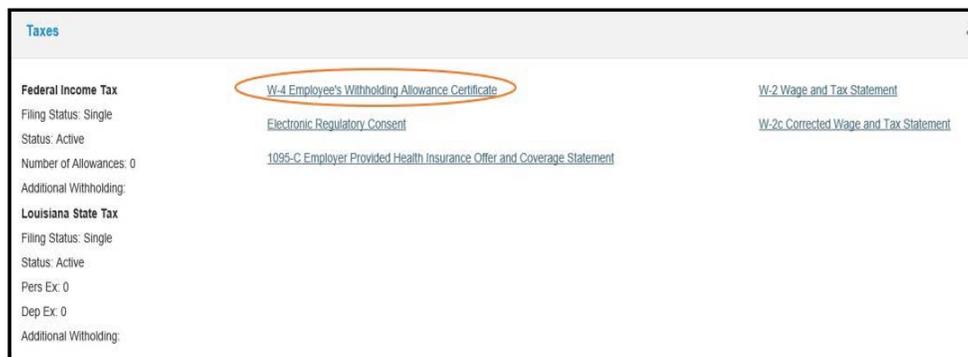
If you do not submit a Federal or State Tax form deductions will be withheld from your pay check based on IRS and State regulation.

INSTRUCTIONS FOR COMPLETING FEDERAL TAX FORM (for new hires and current employees)

To update your Federal W-4, login to WPconnect portal and click on Employee Dashboard under the Employee tab. Scroll down to “Pay Information” and click on “Taxes” to see your options:



Next click on W-4 Employee's Withholding Allowance Certificate:



This shows your current Federal Tax Withholding status, allowances, and additional withholding amount (if you chose this option).

To make an update to your withholding, click on “update” on the bottom, to the right:

WILLIAM PATERSON UNIVERSITY

Personal Information Student Financial Aid Faculty Services **Employee**

Search Go

W-4 Employee's Withholding Certificate

Federal Withholding Tax

As of Date: Jun 23, 2021

Name:

Address:

Last Name differs from SSN card: No

Deduction Status: Active

Start Date: May 13, 2017

End Date:

Filing Status: Married Filing Jointly

Nonresident Alien: Yes

Step 2C Indicator: No

Dependent Amount: 4,500.00

Other Income: 200.00

Deductions: 100.00

Additional Withholding: 2,000.00

Note: Extra Withholding. Enter any additional tax you want withheld each pay period.

History | **Update** | Contributions or Deductions

[W2 Year End Earnings Statement]

RELEASE: 8.18.1

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This is your electronic W-4 Employee's Withholding Allowance Certificate, indicating your current Filing Status, Number of Allowances, and Additional Withholding amount (if any):

Update W-4 Information

Enter your desired changes and click the Submit Changes button. Please realize that by clicking the Submit Changes button, you are under penalty of perjury if the information submitted is not true and valid. If the Delete box is visible at the bottom of the page, you can delete your change by checking the box and clicking the Submit Changes button.

* indicates a required field.

Federal Withholding Tax

Deduction Effective as of: Apr 20, 2021

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

Note: See Form W-4 instructions.

Effective Date of Change MM/DD/YYYY: 04/20/2021

Note: Effective Date must be after Mar 12, 2021 the date you were last paid.

Deduction Status: Active

I claim exemption from withholding for the tax year specified, and I certify that I meet both of the following conditions for exemption.

- * Last year I had no tax liability and
- * This year I expect to have no tax liability.

If you meet both conditions, select "Exempt" in Deduction Status field.

Filing Status: Married Filing Jointly

Nonresident Alien:

Step 2C Indicator:

Under Age 17 Amount 999999.99 :	<input type="text" value="1.00"/>	Multiply the number of qualifying children under age 17 by \$2,000.
Above Age 17 Amount 999999.99 :	<input type="text" value="500.00"/>	Multiply the number of other dependents by \$500.
Dependent Amount 999999.99 :	<input type="text" value="4500.00"/>	Step 3: Add the amounts above and enter the total here.
Other Income 999999.99 :	<input type="text" value="200.00"/>	Step 4a) See Form W-4 instructions.
Deductions 999999.99 :	<input type="text" value="100.00"/>	Step 4b) See Form W-4 instructions.
Additional Withholding 999999.99 :	<input type="text" value="2000.00"/>	Step 4c) Extra Withholding. Enter any additional tax you want withheld each pay period.

W-4 (Electronic) Withholding Allowance Certificate

Please read and carefully follow the instructions on the form to enter your changes. For instructions to completing the form and IRS tax withholding estimator, visit: <https://www.irs.gov/forms-pubs/about-form-w-4>

Once you have completed your updates, you must click on the gray “Certify Changes” button. Read the pop up message carefully and click “OK”:

The screenshot shows the 'Update W-4 Information' form. A yellow bar at the top contains the text: 'Enter your desired changes and click the Submit Changes button. Please realize that by clicking the Submit Changes button, you are certifying that the information submitted is correct. To delete your change by checking the box and clicking the Submit Changes button.' Below this bar is a confirmation pop-up box with the text: '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.' The pop-up has 'OK' and 'Cancel' buttons. The main form includes fields for 'Federal Withholding Tax Deduction Effective as of:' (Apr 20, 2021), 'Effective Date of Change MM/DD/YYYY:' (04/20/2021), 'Deduction Status:' (Active), 'Filing Status:' (Married Filing Jointly), and various amounts for dependents and income. At the bottom left, the 'Certify Changes' button is circled in red. At the bottom right, the text 'W-4 Employee's Withholding Allowance Certificate' is visible.

You will receive the following message once the updated W4 is successfully submitted:

The screenshot shows a 'Tax Update Confirmation' message box. The text inside reads: 'The updates you requested were successfully processed.' Below this, it states: 'Tax updates are processed immediately but are subject to review by the Benefits Administrator or Payroll Office.' An 'IMPORTANT NOTE' follows: 'Please contact the Benefits Administrator or Payroll Office if you have any questions about the Tax Implications of your changes.' At the bottom right, the text 'W-4 Employee's Withholding Allowance Certificate' is visible.

INSTRUCTIONS FOR COMPLETING STATE TAX FORM(S)

To access the State Tax forms and upload instructions, [click here](#).

If you experience any difficulty with this process or receive any message other than the one shown above, please contact the Payroll department at payroll@wpunj.edu.