Quick Reference:

Updating State of Oklahoma Tax Withholdings

**STEP 1**
Sign In to PeopleSoft using your OU 4 x 4 and password.

**STEP 2**
Navigate to Self Service → Payroll and Compensation → Oklahoma State Tax
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Important Information: An employee may request an additional withholding in Oklahoma taxes from each paycheck by writing OK and the additional amount on the bottom of the Federal W-4.

STEP 3
Verify that your home mailing address is correct. Then proceed to validate your W-4 information and add/remove any wanted Additional payroll state withholdings.

STEP 4
Verify select State Tax Status, Allowances, and any additional amount to be withdrawn each pay period.

STEP 5
Submit – make sure to click the submit button for confirmation of saved changes.

You will receive a confirmation notification (see below).
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Important Information: Please allow one pay period for changes to take effect.