Quick Reference:

Updating W-4 Tax Information

**Important Information:** Your W-4 defaults the Marital Status to ‘Single’ when you are hired at the University of Oklahoma.

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

**STEP 2**
Navigate to Self Service → Payroll and Compensation → W4 Tax Information
Quick Reference:

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W-4 Tax Information

Beginning with the 2020 Form W-4, you will no longer be able to request adjustments to your withholding using withholding allowances.

You must complete Form W-4 so the Payroll Department can calculate the correct amount of tax to withhold from your pay. Federal income tax is withheld from your wages based on filing status, selection of multiple jobs/spouse works and/or the amounts you specify on this form to increase or reduce taxes or the wages subject to income tax withholding. You can also specify an additional dollar amount to be withheld. You may file a new Form W-4 when changes to your personal or financial situation would change the entries on the form. For assistance, consider using the IRS Tax Withholding Estimator at http://www.irs.gov and search for “Tax Withholding Estimator”.

Whether you are entitled to claim exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

How to complete W-4 Steps 3 & 4 Amounts:

<table>
<thead>
<tr>
<th>Step 3: Claim Dependents</th>
</tr>
</thead>
<tbody>
<tr>
<td>If your income will be $200,000 or less ($400,000 or less if married filing jointly):</td>
</tr>
<tr>
<td>Multiply the number of qualifying children under age 17 by $2,000 ▶ $</td>
</tr>
<tr>
<td>Multiply the number of other dependents by $500 ▶ $</td>
</tr>
<tr>
<td>Add the amounts above and enter the total here ▶ $</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step 4 (optional): Other Adjustments</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won’t have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income ▶ $</td>
</tr>
<tr>
<td>(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here ▶ $</td>
</tr>
<tr>
<td>(c) Extra withholding. Enter any additional tax you want withheld each pay period ▶ $</td>
</tr>
</tbody>
</table>
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Select your filing status. Check the related boxes that apply to you.

STEP 3
Verify – Calculate your W-4 Child/Dependent Tax Credit amounts based on the rules provided above.

STEP 4
Verify – Calculate your W-4 Child/Dependent Tax Credit amounts based on the rules provided above.

STEP 5
Submit – make sure to click the submit button for confirmation of saved changes.
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You will receive a confirmation notification (see below).

Submit Confirmation

✅ The Submit was successful.
However, due to timing, your change may not be reflected on the next paycheck.

Important Information: Please allow one pay period for changes to take effect.