


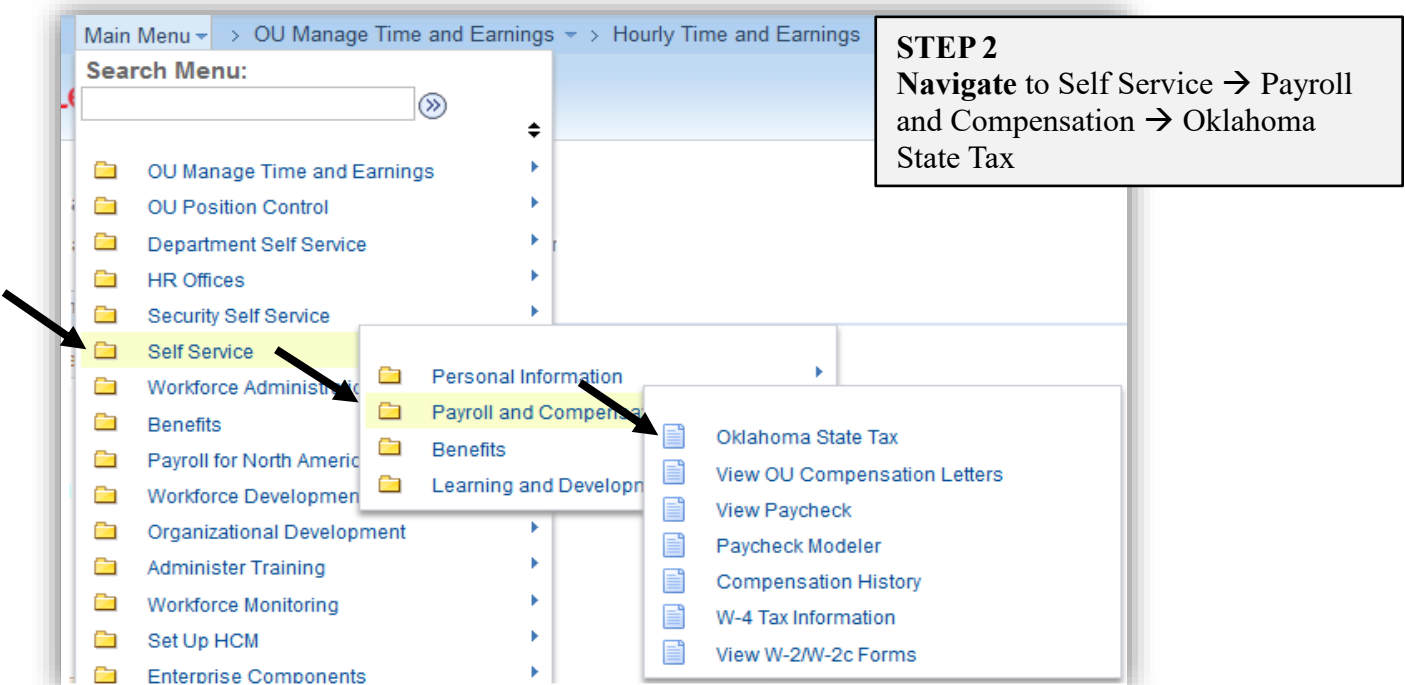
Quick Reference:

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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Updating State of Oklahoma Tax Withholdings

Important Information: Payroll and Employees Services has been advised that employees who live and work in Oklahoma must be taxed using the marital status and exemptions claimed on the Federal W-4 form. 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.

Oklahoma State Tax

Social Security #:

University of Oklahoma

You must complete Form W-4 so the Payroll Department can calculate the correct amount of tax to withhold. Oklahoma state income tax is withheld from your wages based on marital status as claimed on your Federal W-4 form. You may also specify an additional amount to have more, or less, tax withheld.

Claim a certain number of allowances or exemption from withholding is required. Your employer may be required to send a copy of this form to the IRS.

Home Address

W-4 Tax Data

Federal Withholding Allowances

3

Enter Additional Amount, if any, you want withheld from each paycheck

Federal Tax Status

☐

Single

☒

Married

OK State Resident?: ☒

Submit

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.