



## PAYROLL AND EMPLOYEE SERVICES

*The UNIVERSITY of OKLAHOMA*

### Form W-4

All University employees are required to complete an IRS **Form W-4** and Oklahoma **OK-W-4** when they are hired. You will also need to review your Form W-4 and make appropriate changes if you have had a major life change, such as marriage or divorce, death of a spouse, or birth/adoption of a child.

- W-4 changes should be made electronically using **Employee Self Service**.
- To change your W-4 settings electronically, go to the Human Capital PeopleSoft menu and enter your changes:

***Self Service → Payroll and Compensation → W-4 Tax Information***

- If you do not have access to a computer to complete your W-4 online, complete a paper copy of the W-4, select the (URL) above, print it out, sign it manually and date it and return it to the Payroll Services office at 905 Asp Avenue, Room 244 – Norman, OK 73019.
- **Nonresident Aliens** have only *one W-4 reporting option which is to select "single (box 3) and 1 exemption (box 5) and write "NRA to the left of box 6 on the W-4 form. Note: Nonresident Aliens must check with Financial Services (405-325-7487) before changing W-4 withholding allowances.*

**Employees without a W-4 will be taxed at the highest single tax rate.**

This IRS form will assist you to determine how much federal taxes will be withheld each paycheck. The Income Tax Withholding Assistant is a spreadsheet that will help small employers calculate the amount of federal income tax to withhold from their employees' wages. It will help you as you transition to the new **Form W-4** for 2020. **Access here.**

In addition, the IRS encourages everyone to use the Tax Withholding Estimator to perform a "paycheck checkup." Use the IRS Tax Withholding Estimator. **Access here.** This short video answers common questions about the IRS Tax Withholding Estimator. **Access here.**