



## Employee Self Service Job Aid:

### Tax Withholding



It is recommended to use a Microsoft Edge browser to ensure the form opens correctly. If using a different browser, make sure your browser is set up to open PDFs directly in an Adobe application.

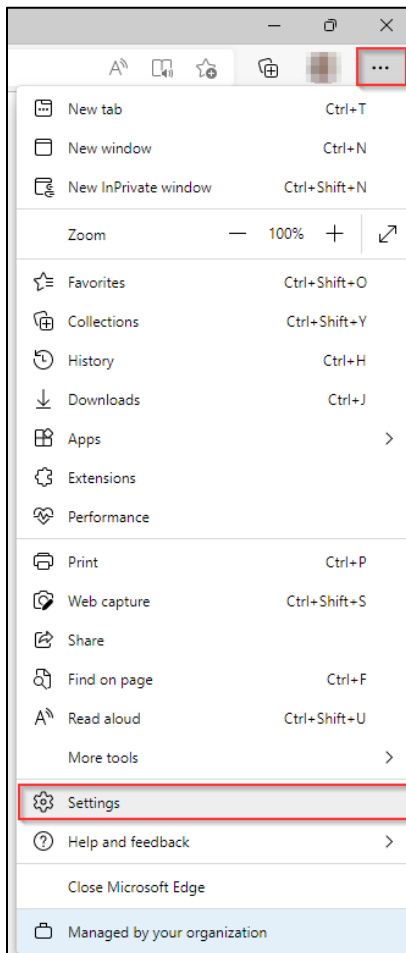
If your browser already defaults to open PDFs directly in an Adobe application, click on the corresponding link below to skip to instructions for updating taxes:

- [Enter or Update Federal Tax Withholding](#)
- [Enter or Update State Tax Withholding](#)

#### Open PDFs in Microsoft Edge

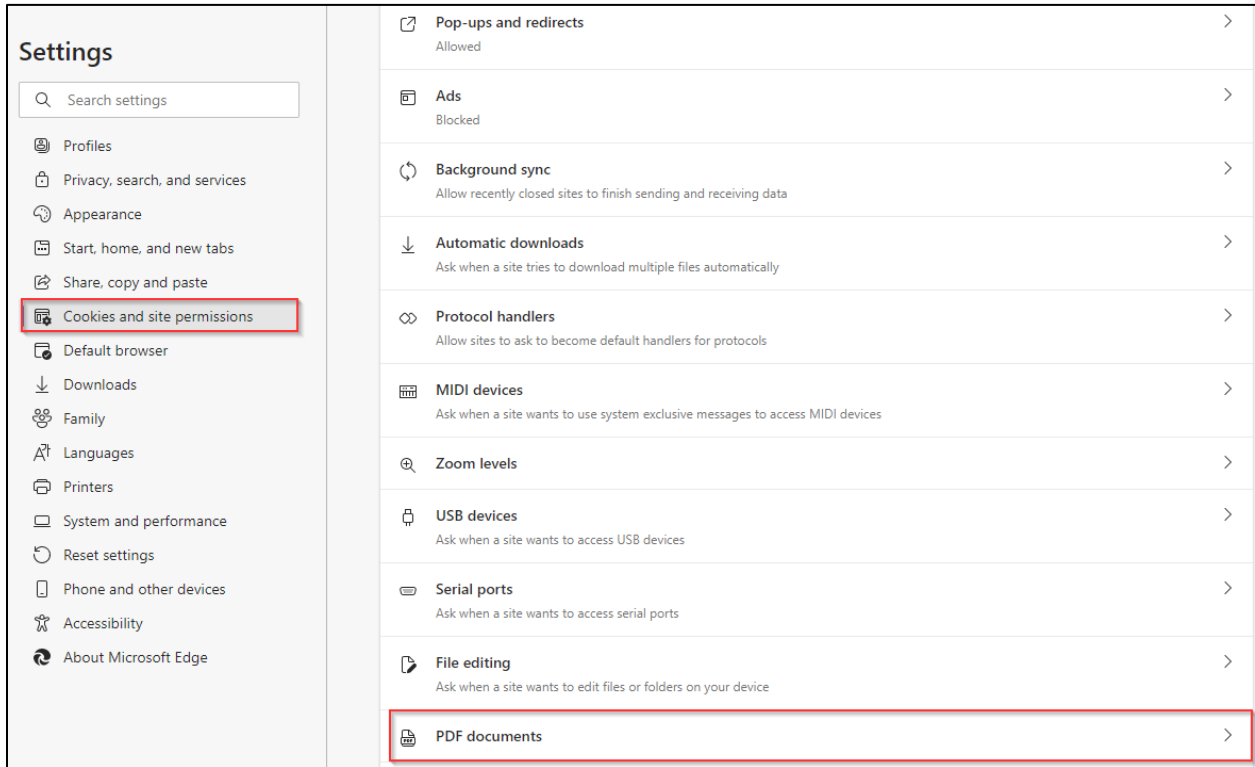
**NOTE:** The first option defaults all PDFs to open in an Adobe application in your Edge browser. If you prefer to do this manually each time for tax updates, refer to [Option 2](#).

Option 1: To disable PDF files in Edge and use an external Adobe application instead, open the Edge browser, click **...** and select *Settings*.

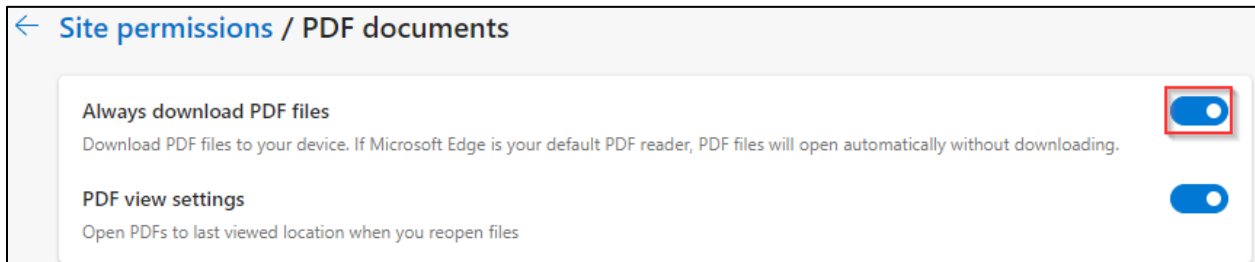





Click on *Cookies and site permissions* then scroll down to *PDF documents* and select it from the menu.

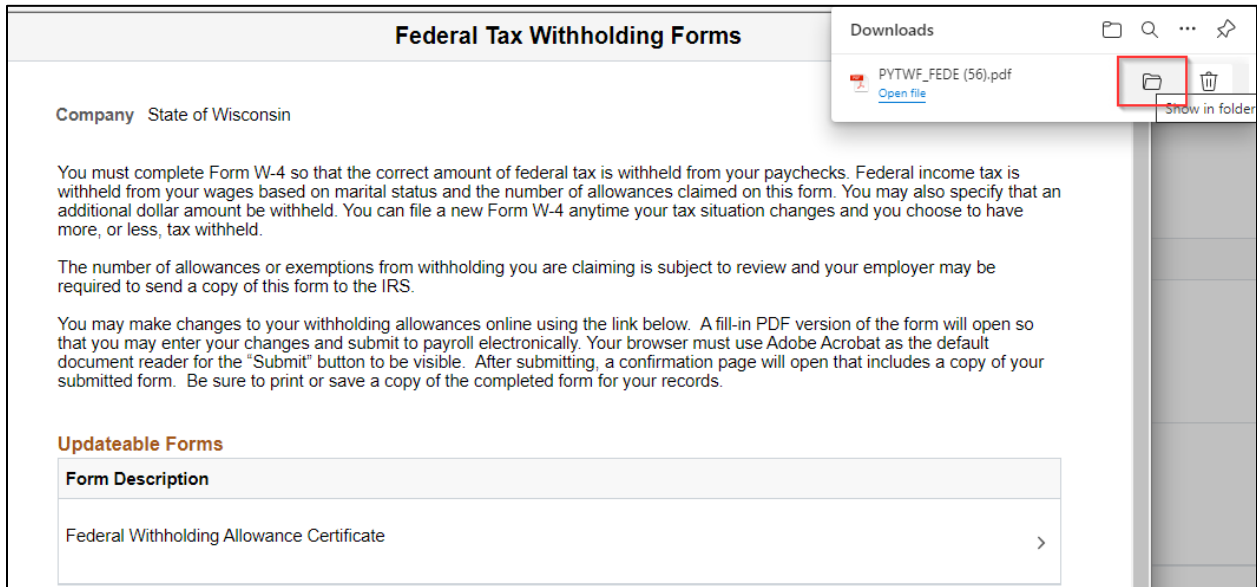


Click on the slider to make Edge always download PDF files.

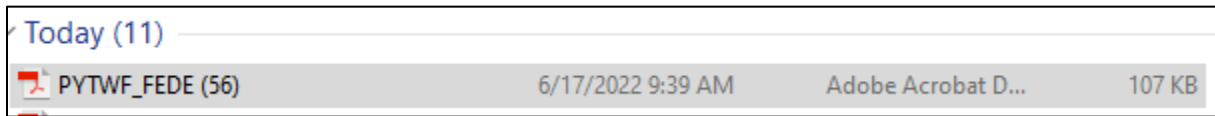




Option 2: When prompted to open the tax form in ESS, hover over the top row containing the PDF file and click  in the *Downloads* folder popup.



Double-click on the most recent download in your *Downloads* folder in File Explorer to open in an Adobe application.

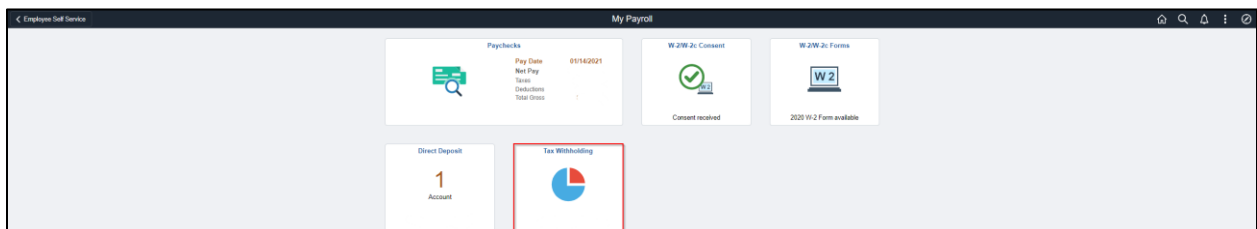


### Enter or Update Federal Tax Withholding

From the **Employee Self Service Homepage**, select *My Payroll*.



Select *Tax Withholding*.





Click anywhere on the Federal tax row.

Tax Withholding					
Company State of Wisconsin					
Status Active					
Form Type	Jurisdiction	Withholding Details			
Federal	Federal	Tax Status	Single	Dependent Amount	0.00
		Other Income	0.00	Deductions	0.00
		Extra Withholding	0.00	Other	
State	Wisconsin	Tax Status	Single	Withholding Allowances	0
		Additional Amount	0.00	Additional Allowances	
		Additional Percentage		Other	

Click on Federal Withholding Allowance Certificate.

**Federal Tax Withholding Forms** x

Company State of Wisconsin

You must complete Form W-4 so that the correct amount of federal tax is withheld from your paychecks. Federal income tax is withheld from your wages based on marital status and the number of allowances claimed on this form. You may also specify that an additional dollar amount be withheld. You can file a new Form W-4 anytime your tax situation changes and you choose to have more, or less, tax withheld.

The number of allowances or exemptions from withholding you are claiming is subject to review and your employer may be required to send a copy of this form to the IRS.

You may make changes to your withholding allowances online using the link below. A fill-in PDF version of the form will open so that you may enter your changes and submit to payroll electronically. Your browser must use Adobe Acrobat as the default document reader for the "Submit" button to be visible. After submitting, a confirmation page will open that includes a copy of your submitted form. Be sure to print or save a copy of the completed form for your records.

**Updateable Forms**

Form Description
Federal Withholding Allowance Certificate <span style="float: right;">&gt;</span>

Click OK to download tax form.

**WARNING**

The system will download a copy of the tax form which contains personal information.  
 You should only continue if you are using a trusted and secure computer.  
 You should not continue if you are using a shared or public computer (such as those in a library or café). Doing this could leave your personal information vulnerable.



Open file in an Adobe application.

**NOTE:** Refer to [Option 2](#) if using an Edge browser and PDFs are set to open in Edge.

**Step 1:** Your personal information will auto-populate. Check the appropriate marital status.

Form <b>W-4</b> (Rev. December 2020) Department of the Treasury Internal Revenue Service	<b>Employee's Withholding Certificate</b>		OMB No. 1545-0074
	▶ Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. ▶ Give Form W-4 to your employer. ▶ Your withholding is subject to review by the IRS.		
<b>Step 1:</b> <b>Enter Personal Information</b>	(a) First name and middle initial [Redacted]	Last name [Redacted]	(b) Social security number XXX-XX-[Redacted]
	Address [Redacted]		▶ Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to <a href="http://www.ssa.gov">www.ssa.gov</a> .
	City or town, state, and ZIP code [Redacted]		
	(c) <input checked="" type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly or Qualifying widow(er) <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)		
Complete Steps 2–4 <b>ONLY</b> if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the estimator at <a href="http://www.irs.gov/W4App">www.irs.gov/W4App</a> , and privacy.			

**Step 2:** If you have multiple jobs or are married filing jointly and your spouse also works, check the box on the right.

<b>Step 2:</b> <b>Multiple Jobs or Spouse Works</b>	Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.  Do <b>only one</b> of the following. (a) Use the estimator at <a href="http://www.irs.gov/W4App">www.irs.gov/W4App</a> for most accurate withholding for this step (and Steps 3–4); or (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; or (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld . . . . . ▶ <input type="checkbox"/>
	<b>TIP:</b> To be accurate, submit a 2021 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.
	Complete Steps 3–4(b) on Form W-4 for <b>only ONE</b> of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3–4(b) on the Form W-4 for the highest paying job.)

**Step 3:** If you want to claim dependents, fill in both boxes on the left and make sure to use multiples of \$2,000 and \$500 for qualifying children and other dependents, respectively. The total will calculate automatically at the bottom.

<b>Step 3:</b> <b>Claim Dependents</b>	If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):  Multiply the number of qualifying children under age 17 by \$2,000 ▶ \$ [Redacted]  Multiply the number of other dependents by \$500 . . . . . ▶ \$ [Redacted]  Add the amounts above and enter the total here . . . . . 3 \$ [Redacted]
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**Step 4:** If you want to include other adjustments (Other income, deductions or extra withholding), fill in boxes a, b, and c with dollar amounts. If you want to claim exemption from withholding, select Exempt from the dropdown.

**NOTE:** If this is your first time submitting a W-4 since the form changed in 2020 and you enter an amount greater than \$0 in Extra Withholding, you must submit this form twice to ensure the additional tax is withheld.

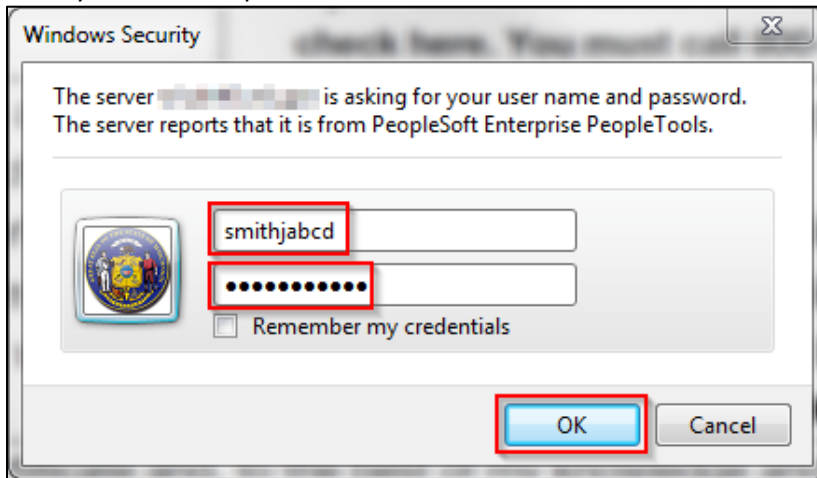
<b>Step 4 (optional): Other Adjustments</b>	(a) <b>Other income (not from jobs).</b> If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income . . . . .	4(a) \$	<input type="text"/>
	(b) <b>Deductions.</b> 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 . . . . .	4(b) \$	<input type="text"/>
	(c) <b>Extra withholding.</b> Enter any additional tax you want withheld each <b>pay period</b> . . . . .	4(c) \$	<input type="text"/>
<small>Exemption from withholding. By claiming exemption from withholding, you certify that you owed no Federal income tax in 2021, and that you expect to owe no Federal income tax in 2022. If you claim exemption from withholding, no income tax will be withheld from your paycheck.</small>			Not Applicable <input type="button" value="v"/>

**Step 5:** Your signature and today's date will auto-populate.

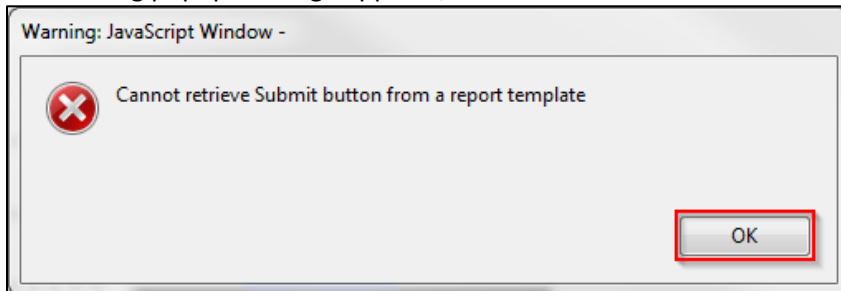
**Step 6:** Click Submit.

For Privacy Act and Paperwork Reduction Act Notice, see page 3.	Cat. No. 10220Q	Form <b>W-4</b> (2021)
		<input type="button" value="Submit"/>

Enter your IAM and password and click OK.



If a warning popup message appears, click OK. The form will continue processing normally.





A confirmation page will appear with a copy of your completed form. You may print/save a copy for your records.

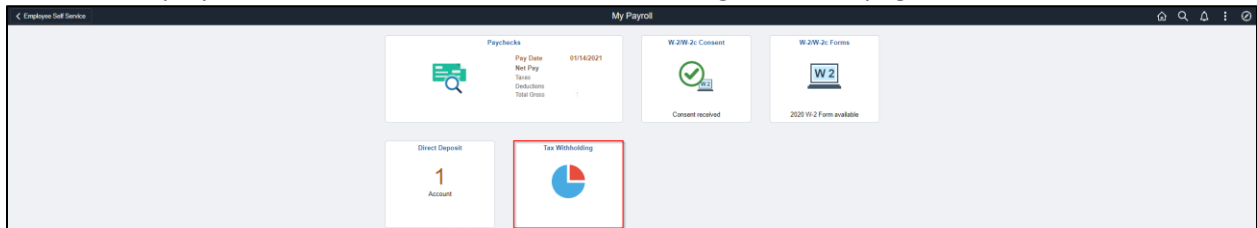
**The changes you have made to your Employee Withholding Allowance Certificate have been successfully submitted to payroll on 2022-06-29. You can scroll to the next page to view your saved data or print/save a copy of this document for your records.**

**If you received a message indicating JAVA was unable to retrieve the Submit button from a report template and you are an Acrobat Pro user, you can disregard the warning. Your changes have been saved.**

**Please be advised when you close this document the original PDF document remains open for your reference. To exit the application process, you will need to close both the original and the updated PDF documents.**

**If you need to make additional changes, you must navigate back to the Tax Withholding Forms page and begin the process again.**

Return to Employee Self Service and click on *Tax Withholding* to refresh page.



View updated tax withholdings.

Form Type		Jurisdiction		Withholding Details	
Federal		Federal		Tax Status	Married
				Dependent Amount	1000.00
				Other Income	0.00
				Deductions	0.00
				Extra Withholding	0.00
				Other	
State		Wisconsin		Tax Status	Single
				Withholding Allowances	0
				Additional Amount	0.00
				Additional Allowances	
				Additional Percentage	
				Other	

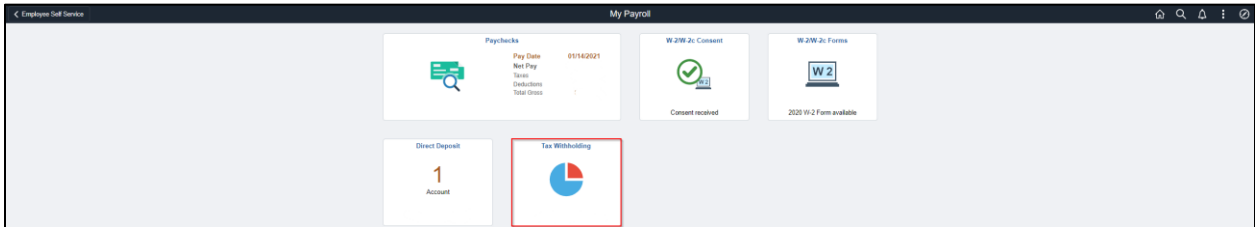


**Enter or Update State Tax Withholding**

From the **Employee Self Service Homepage**, select *My Payroll*.



Select *Tax Withholding*.



Click anywhere on the State tax row.

Form Type		Jurisdiction		Withholding Details	
Company		State of Wisconsin			
Status		Active			
Federal	Federal	Tax Status	Single	Dependent Amount	0.00
		Other Income	0.00	Deductions	0.00
		Extra Withholding	0.00	Other	
State	Wisconsin	Tax Status	Single	Withholding Allowances	0
		Additional Amount	0.00	Additional Allowances	
		Additional Percentage		Other	





Click on Wisconsin Withholding Allowance Certificate.

**State Tax Withholding Forms** ×

Company State of Wisconsin

You must complete Wisconsin Form WT-4 so that the correct amount of state tax is withheld from your paychecks. State income tax is withheld from your wages based on marital status and the number of allowances claimed on this form. You can file a new Form WT-4 anytime your tax situation changes and you choose to have more, or less, tax withheld.

The number of allowances or exemptions from withholding you are claiming is subject to review and your employer may be required to send a copy of this form to the WI DOR.

You may make changes to your withholding allowances online using the link below. A fill-in PDF version of the form will open so that you may enter your changes and submit to payroll electronically. Your browser must use Adobe Acrobat as the default document reader for the "Submit" button to be visible. After submitting, a confirmation page will open that includes a copy of your submitted form. Be sure to print or save a copy of the completed form for your records.

**Updateable Forms**

Form Description
Wisconsin Withholding Allowance Certificate <span style="float: right;">&gt;</span>

Click OK to download tax form.

**WARNING**

The system will download a copy of the tax form which contains personal information.  
You should only continue if you are using a trusted and secure computer.  
You should not continue if you are using a shared or public computer (such as those in a library or café). Doing this could leave your personal information vulnerable.

OKCancel

Open file in an Adobe application.

**NOTE:** Refer to [Option 2](#) if using an Edge browser and PDFs are set to open in Edge.



Update marital status, date of birth, date of hire, allowances in (a)-(c) for (d) to auto-populate, and/or additional amount, then click Submit. If you want to claim exemption from withholding, select Exempt from the dropdown.

Employee's Wisconsin Withholding Exemption Certificate/New Hire Reporting				WT-4
<b>Employee's Section</b> (Print clearly)				
Employee's legal name (first name, middle initial, last name)		Social security number		<input type="checkbox"/> Single <input type="checkbox"/> Married <input checked="" type="checkbox"/> Married, but withhold at higher Single rate. Note: If married, but legally separated, check the Single box.
Employee's address (number and street)		Date of birth		
City	State	Zip code	Date of hire	
<b>FIGURE YOUR TOTAL WITHHOLDING EXEMPTIONS BELOW</b>				
Complete Lines 1 through 3				
1. (a) Exemption for yourself – enter 1 .....				1
(b) Exemption for your spouse – enter 1 .....				0
(c) Exemption(s) for dependent(s) – you are entitled to claim an exemption for each dependent .....				0
(d) Total – add lines (a) through (c) .....				1
2. Additional amount per pay period you want deducted (if your employer agrees) .....				0.00
3. I claim complete exemption from withholding (see instructions). Enter "Exempt" .....				Not Applicable
I CERTIFY that the number of withholding exemptions claimed on this certificate does not exceed the number to which I am entitled. If claiming complete exemption from withholding, I certify that I incurred no liability for Wisconsin income tax for last year and that I anticipate that I will incur no liability for Wisconsin income tax for this year.				
Signature		Date Signed		<b>Submit</b>
		06/29/2022		

Enter your IAM and password and click OK.

If a warning popup message appears, click OK. The form will continue processing normally.



A confirmation page will appear with a copy of your completed form. You may print/save a copy for your records.

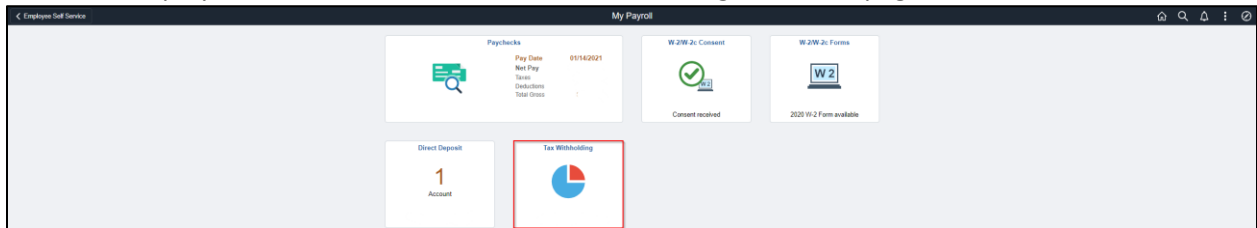
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View updated tax withholdings.

Tax Withholding			
Company	State of Wisconsin		
Status	Active		
Form Type	Jurisdiction	Withholding Details	
Federal	Federal	Tax Status Single	Dependent Amount 0.00
		Other Income 0.00	Deductions 0.00 >
		Extra Withholding 0.00	Other
State	Wisconsin	Tax Status Married	Withholding Allowances 1
		Additional Amount 0.00	Additional Allowances >
		Additional Percentage	Other



### **Out-of-State Taxes**

The system only allows state tax updates for employees living in Wisconsin. If you live and/or work in any other state, you will need to submit the appropriate tax form(s) to your agency payroll specialist.

### **Additional Resources**

For more information on the new Federal W-4 form, please refer to the following IRS pages:

- [FAQs on Form W-4](#)
- [IRS Tax Withholding Estimator](#)

If you have further questions about any of the topics presented in this Job Aid, additional resources are available on the [ESS Job Aids](#) page.