

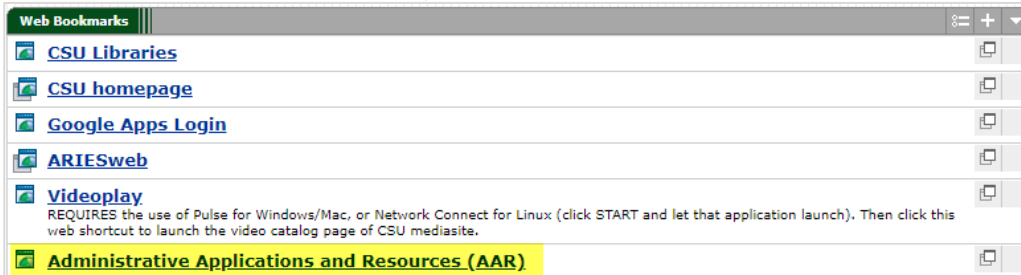
Tax Withholding Change (W-4) in Employee Self-Service

Follow the instructions to change or update your Federal and/or State Withholdings.

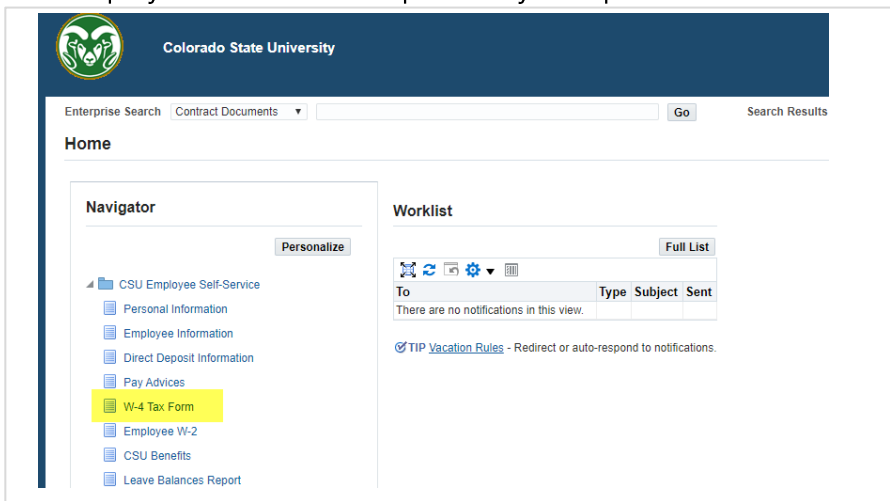
1. Login to Employee Self-Service (ESS).
 - **On-campus:** Navigate to [Administrative Applications and Resources \(AAR\)](#). Under Application Systems, choose HR System.



- **Off-campus:** Login to <https://secure.colostate.edu> using your eID and DUO (<https://www.acns.colostate.edu/duo>). Then, select AAR from the Bookmarks menu.



2. Click on the CSU Employee Self-Service responsibility to expand the menu. Click W-4 Tax Form.



The Tax Form page displays.

Tax Form

Did you know you can tax-defer up to \$19,500 or more of your income each year?

- Non-student employees can participate in the University's 403(b) Plan with Fidelity Investments, TIAA and AIG
- All employees can participate in PERA's 457 Plan and/or PERA's 401(k) Plan

Visit the [Human Resources](#) website or contact Human Resources at (970) 491-MyHR (6947) for additional information.

Tax Form Region

Tax Form Type

Federal State

Federal W-4 Details

Federal and State withholding

The [Employee's Withholding Certificate](#) has helpful information about updating your W-4.

The Federal W-4 information you enter will create a record for your Federal and State withholding for the following states.

Arkansas	Minnesota	Rhode Island
California	New Jersey	Utah
Colorado	New Mexico	Vermont
Delaware	New York	West Virginia
Massachusetts	North Dakota	Wisconsin

Employees who wish to designate a different State withholding allowance or amount (different than Federal withholding) or who work in States that are not listed above are required to complete the State specific W-4.

It is your responsibility to complete the [Out of State Work Assignment Data form](#) if you are working in a State other than Colorado or anytime you change the State you work in. The form must be completed and turned into Human Resources timely - retroactive State taxation changes cannot be made.

Note: W-4 forms for citizens of another country are facilitated by the [University's Foreign Tax Office](#), and they can be reached at (970) 491-3538.

Click the "Continue" button to review your new W-4.

Filing Status Single or married filing separately
 Married filing jointly (or Qualifying widow(er))
 Head of household

Multiple Jobs or Spouse Works No [i](#)

Claim Dependents 0.00 [i](#)

Other Income (not from jobs) 0.00 [i](#)

Deductions 0.00 [i](#)

Extra Withholding 0.00 [i](#)

FIT Exempt No [i](#)

3. To change/update your withholdings, click on Update at the bottom of the page.

Tax Form

Filing Status Single or married filing separately
 Married filing jointly (or Qualifying widow(er))
 Head of household

Multiple Jobs or Spouse Works No [i](#)

Claim Dependents 0.00 [i](#)

Other Income (not from jobs) 0.00 [i](#)

Deductions 0.00 [i](#)

Extra Withholding 25.00 [i](#)

FIT Exempt No [i](#)

Update

4. On the Update Tax Form: Change or update your Filing Status, Claim Dependents, Deductions, Extra Withholdings.

Filing Status Single or married filing separately
 Married filing jointly (or Qualifying widow(er))
 Head of household

Claim Dependents [i](#)

Other Income (not from jobs) [i](#)

Deductions [i](#)

Extra Withholding [i](#)

5. If the last name is different than what is shown on your social security card, click the box in the Last Name Different section of the page.

Last Name Different

If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 (Social Security Administration) for a new card.

Last Name Different

6. If claiming exempt from Federal withholding (must meet certain criteria as listed), select the box in the Exempt from Withholding section of the page.

Exempt from Withholding

I claim exemption from withholding for the current tax year and I certify that I meet BOTH of the following conditions for exemption:

- Last year had a right to a refund of ALL Federal income tax withheld because I had NO tax liability, AND
- This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability.

If you meet both conditions, check 'EXEMPT':

Exempt

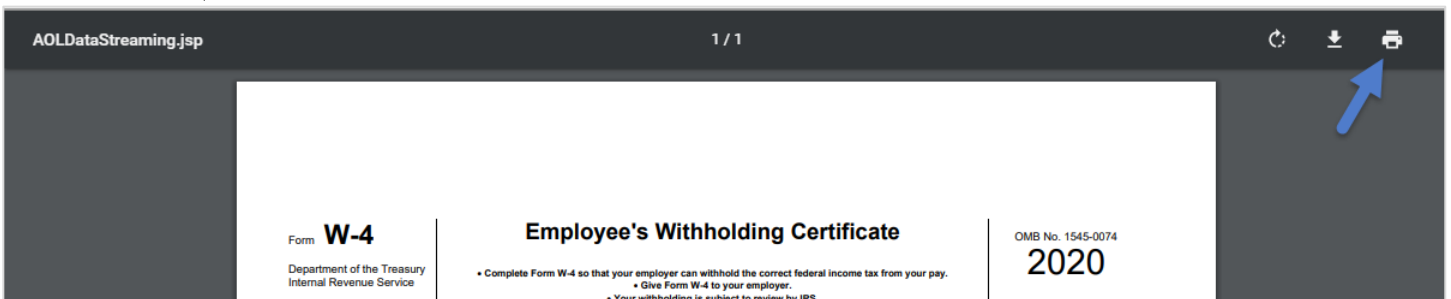
7. Once changes have been made, select the "I Agree" box in the Agreement section at the bottom of the page, then click Continue.

Agreement

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.

I Agree

8. On the W-4 Tax Form: Review page, it generates a new W-4 form. To print, click the print icon. (Note: W-4 Form will prepopulate with employee information and withholding elections). If changes are correct, click on the Submit button.



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Form **W-4**
Department of the Treasury
Internal Revenue Service

Employee's Withholding Certificate

- 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 IRS.

OMB No. 1545-0074
2020

9. Click Submit and then return to Overview, it will take you back to your Tax Form, page, and you will see your new elections.

State Tax Withholding

If you reside in any of the states listed below, the changes made to your Federal tax withholding will automatically update your State tax withholding.

Arkansas	Minnesota	Rhode Island
California	New Jersey	Utah
Colorado	New Mexico	Vermont
Delaware	New York	West Virginia
Massachusetts	North Dakota	Wisconsin

Employees who work in States that are not listed above are required to complete the State specific W-4. The form should be submitted directly to Human Resources at:

555 South Howes Street
6004 Campus Delivery
Fort Collins, CO 80523.

Employees who wish to designate a different State withholding allowance or amount (different than Federal withholding) are required to submit a separate W-4. On the Tax Form page, under State Information, click the Withholding Form (PDF) link.

Additional Information

[Colorado Withholding Form\(PDF\)](#)
Colorado follows Federal Filing. Changes at State level are not allowed.

Note: The State Withholding form, will be based on your state residency status. For example if you are a Colorado resident it will show “Colorado Withholding Form(PDF)”, if you are a resident of Georgia, it will show “Georgia Withholding Form(PDF).”

If you are a resident of one of the states below that automatically updates based on Federal withholding, the link will take you to the IRS Form W-4. To change/update your State withholding, complete the form, print, indicate on the form “State Withholding Only”, and return the form to Human Resources at:

555 South Howes Street
6004 Campus Delivery
Fort Collins, CO 80523.

Arkansas	Minnesota	Rhode Island
California	New Jersey	Utah
Colorado	New Mexico	Vermont
Delaware	New York	West Virginia
Massachusetts	North Dakota	Wisconsin

If you are a resident of a State that is not listed above, you are required to complete the State specific W-4, the link will take you to your State specific W-4. Complete and return the form to Human Resources at:

555 South Howes Street
6004 Campus Delivery
Fort Collins, CO 80523.

Once all changes have been made click on Logout, on the top of the page.

