Update Federal and/or State W4

The Employee Self Service W4 page will be read only if any of the following criteria are met:
- Report taxes as a foreign national
- Have a tax status of No Taxable Gross; No Tax Taken (If Federal or State do not have this status, that section can be updated)
- Have a lock-in letter on file

Updates may not be reflected on the current payroll based upon timing of entry.

Only enter information in the area you want to update (Federal and/or State). If only making changes to the State W4 use the Update State Tax Data Only hyperlink at the top of the W4 page.

**WARNING:** If you report taxes as a foreign national and are able to make edits on this page, STOP! Check the box indicating you are a foreign national. This will provide additional information regarding updating tax information through Glacier.

Access W4

1. Click Update W4 on the Payroll information tile on MyUW.
   **NOTE:** The Portal can be accessed from anywhere with Internet access, including your Smart Phone or Tablet.
   a. **All UW:** Employees can access the MyUW System portal at https://my.wisconsin.edu/
   b. **UW Madison:** Employees can access the MyUW Madison portal at https://my.wisc.edu/

2. Review Personal Information.
   **NOTE:** Personal information can be updated, see this document for more information.

Update Federal W4 Data

**NOTE:**
- If the current W4 on file is from the year 2019 or earlier, the Current Allowances will appear, this field is not editable and is just for informational purposes
- If claiming exemption, enter the current year in the Exemption field and check the New exempt box.

1. Select the Tax Status.
   **WARNING:** The status must be selected, even if there is no change.

2. Enter information in the New fields for Steps 2 through 4.
   **NOTE:** All New fields should have a value.

3. If not updating State Tax Data, scroll down to Authorization section.
Update State W4 Data

NOTE: If claiming exemption, enter the current year in the Exemption field and check the New exempt box.

1. Select a state in the New field from the State drop down.
   NOTE: Only certain states are available. If a state other than Wisconsin is selected the UW Supplemental Form W-4 must be filed.

2. Select the Tax Status.
   WARNING: The status must be selected, even if there is no change.

3. Enter information in the New fields for Withholding and Additional Amount or Additional Allowances, as needed.
   NOTE: All New fields should have a value.

Authorization

1. Check the box and review the Authorization information.

2. Click Submit.

3. W-4 Successfully Submitted will appear at the top of the page to inform you that the record was updated.

4. To print a copy of the submitted W4, click the Print button at the top of the page.
   NOTE: Printed copies are for personal records and do not need to be submitted to the payroll office.

5. Click the action menu in the top right corner and select Sign Out.