State/County Tax Withholding

UNIVERSITY OF
NOTRE DAME

## Employee Self-Service Instructions

Tax withholding information must be entered through **InsideND** (inside.nd.edu), the University's employee self-service website.

What You'll Need

- Your active **NetID** and **password.** If you do not know these, please contact the OIT Help Desk at (574) 631-8111 for assistance.
- The total number of exemptions you wish to claim.*

State/County Tax Withholding Self-Service Instructions

- Go to **InsideND** (**inside.nd.edu**) and login with your NetID and password.
- Search for and click on the **Tax Withholding Elections** task.
- Click on State/Couny Tax Withholding, then the Update link centered at the bottom of the page.

- Complete the following (see instructions below for each letter):
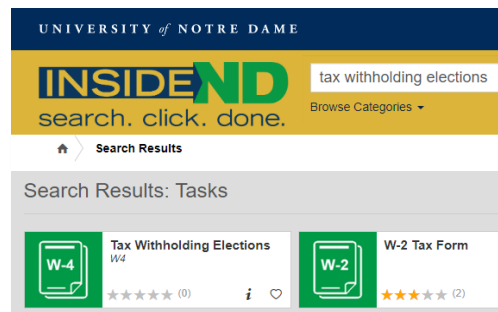
	Deduction Effective as of:	Jan 04, 2020
a)	Effective Date of Change MM/DD/YYYY:✱ Note: Effective Date must greater than or equal Jan 04, 2020	01/04/2020
b)	State\County Number of Exemptions: 99	0
c)	State Additional Withholding: 999999999.99	
d)	Select County of Residence as of January 1:	CRT St. Joseph County Income Tax ▾
e)	County Additional Withholding: 999999999.99	

Instructions for each letter above:

- a) Enter the requested **Effective Date of Change**. This must be the same or later than the Deduction Effective Date.
- b) Enter the number of **State\County Number of Exemptions** you want to claim.*
- c) If desired, enter an **Additional Withholding** dollar amount you would like withheld for **State** tax **each pay period**.
- d) Select your **County of Residence as of January 1**. If your county is not listed, select **OTH Other.**
- e) If desired, enter an **Additional Withholding** dollar amount you would like withheld for **County** tax **each pay period**.

- Click **Certify Changes**
- Click **Submit** to confirm you State/County Tax Withholding elections.

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* For help determing the number of exemptions you wish to claim, consult your state's withholding form and worksheets:
- Indiana residents: consult **Form WH-4** at http://www.in.gov/dor/4100.htm
- Michigan residents: consult **Form MI-W4** at http://www.michigan.gov/documents/mw4f_76761_7.pdf
- Residents of other states: please consult your state's tax office or withhholding form.

If you have questions, please contact Payroll Services at (574) 631-7575 or payroll@nd.edu