

# Federal Tax Withholding

## Employee Self-Service Instructions



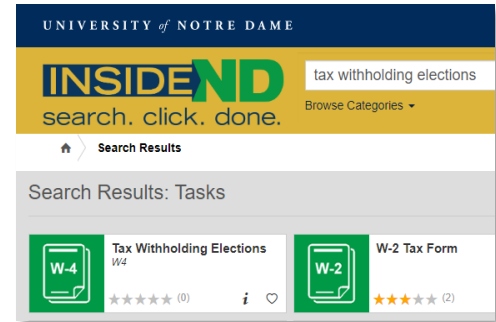
Tax withholding information must be entered through [InsideND \(inside.nd.edu\)](https://inside.nd.edu), the University's employee self-service website.

### 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.

### Federal Tax Withholding Self-Service Instructions

- Go to [InsideND \(inside.nd.edu\)](https://inside.nd.edu) and login with your NetID and password.
- Search for and click on the **Tax Withholding Elections** task.
- Click on [Federal Tax Withholding](#), then the [Update](#) link centered at the bottom of the page.
- The **Deduction Effective as of** date is the earliest date your new withholding elections are to be applied.
- Enter the requested **Effective Date of Change**. This can be a current or future dated request.
- Your **Deduction Status** should remain **Active** unless you meet the listed criteria.



**Step 1c: Enter Personal Information** - Filing Statuses are Single, Married Filing Separately, Married Filing Jointly (select this option if Qualifying widow(er)), Head of Household (select 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 ONLY if they apply to you; otherwise, skip to Certify Changes.**

See page 2 of [www.irs.gov/FormW4](http://www.irs.gov/FormW4) for more information on each step, who can claim exemption from withholding, when to use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App), and privacy.

**Step 2: Multiple Jobs or Spouse Works** - Use this step if you (1) have more than one job at the same time, or (2) are married filing jointly and you and your spouse both work.

### Options

- This option most accurately calculates the additional tax you need to have withheld.
- This option calculates the additional tax with a little less accuracy.
- Step 2C Indicator checkbox** - If you (and your spouse) have a total of only two jobs, you may instead check the Step 2C Indicator checkbox. This box must also be checked on the Form W-4 for the other job. If the box is checked, the standard deduction and tax brackets will be cut in half for each job to calculate withholding. This option is roughly accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld, and this extra amount will be larger the greater the difference in pay is between the two jobs.

- Complete Steps 3-4(b) on Form W-4 for only ONE 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: Claim Dependents

- Multiply** the number of qualifying children under age 17 by \$2,000 and enter this amount. (ex: 3 children X 2000 = 6000.00)
- Multiply** the number of other dependents by \$500 and enter this amount. (ex: 2 other X 500 = 1000.00)
- ADD** the amounts of **line c** and **line d** and enter the **TOTAL** amount here. (ex: 6000 + 1000 = 7000.00)

### Step 4 (optional): Other Adjustments

- Other income (not from jobs)**. 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.
- Deductions**. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 of [www.irs.gov/FormW4](http://www.irs.gov/FormW4) instructions.
- Extra withholding**. Enter any additional tax amount you want withheld **each pay period**.

**Step 5: Nonresident Alien** - If you are not a U.S. citizen or U.S. national, refer to Notice 1392, Supplemental instructions at <https://www.irs.gov/pub/irs-pdf/n1392.pdf>

- Click **Certify Changes**

\* For help, consult IRS Form W-4 (and included worksheets) at <http://www.irs.gov/pub/irs-pdf/fw4.pdf>.