

State/County Tax Withholding for Indiana

Employee Self-Service Instructions



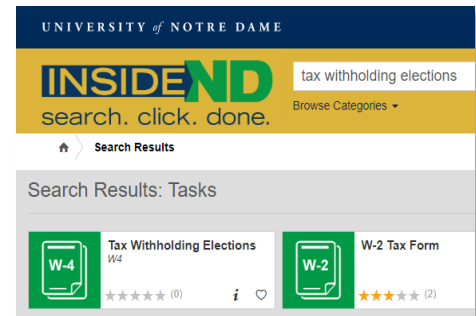
Tax withholding information must be entered through **InsideND** (inside.nd.edu), the University's employee self-service website.

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/County Tax Withholding](#).
- Enter your desired changes and select the **Certify Changes** button.



Indiana State Income Tax

Deduction Effective as of: Feb 1, 2024

Effective Date * **a)**

Note: Effective date must be greater than or equal to Feb 1, 2024

Please review WH-4 instructions above before updating information

State/County Number of Exemptions 0-99 **b)**

State/County Number of Additional Exemptions for each **Qualifying Dependent** 0-99 **c)**

State/County Number of Additional Exemptions for each **Adopted Qualifying Dependent** 0-99 **c)**

State Additional Withholding Amount 99,999.99 **d)**

County of Residence as of January 1 **e)**

County Additional Withholding Amount 99,999.99 **e)**

Data Accuracy: By checking this box, I declare under penalty of perjury that the number of withholding exemptions claimed on this certificate does not exceed the number to which I am entitled, and to the best of my knowledge and belief all information is true, correct and complete. **f)**

Electronic Signature: By checking this box, I am validating this form with an electronic signature and I understand that my payroll tax information will be updated according to these changes. **g)**

h)

Instructions for each letter to the left:

- Enter the requested **Effective Date of Change**. This must be the same or later than the Deduction Effective Date.
- Enter the number of **State\County Number of Exemptions** you want to claim.*
- Enter any **Additional Exemptions** for each **Qualifying Dependent** and/or **Adopted Qualifying Dependent**.
- If desired, enter an **Additional Withholding** dollar amount you would like withheld for **State tax each pay period**.
- Select your **County of Residence as of January 1** and, if desired, enter any **Additional Withholding Amount** for **County tax each pay period**.
- Check this box to confirm your **Data Accuracy**.
- Check this box as an **Electronic Signature**.
- Click **Certify Changes** to complete.

* For help determining 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>
- Residents of other states: please consult your state's tax office or withholding form.