W-4 Tax Information page through the Portal / ULINK:
Faculty & Staff tab > Personal Info > W-4 Tax Information

W-4 Tax Information page through PeopleSoft:
Self-Service > Payroll and Compensation > W-4 Tax Information

**See next page for example of self-service W-4 form. Your name and Social Security number will be at the top of the page where the blue boxes are below. Verify their accuracy as well as the accuracy of your home and mailing addresses. Be sure to check the box by the blue arrow, as this is your electronic signature.**
W-4 Tax Information

You must complete Form W-4 so the Payroll Department can calculate the correct amount of tax to withhold from your pay. Federal income tax is withheld from your wages based on marital status and the number of allowances claimed on this form. You may also specify that an additional dollar amount be withheld. You can file a new Form W-4 anytime your tax situation changes and you choose to have more or less tax withheld.

Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

For worksheets and additional instructions from IRS.gov, click on the link Form W-4.

Home Address

Louisville KY 40299

Mailing Address

Louisville KY 40299

W-4 Tax Data

Enter total number of Allowances you are claiming:

Enter Additional Amount, if any, you want withheld from each paycheck:

0

Indicate Marital Status:

☐ Single

☑ Married

☐ Check here and select Single status if married but withholding at single rate.

Note: If married, but legally separated, or spouse is a nonresident alien, select 'Single' status.

☐ Check here if your last name differs from that shown on your social security card.

You must call 1-800-772-1213 for a new card.

Claim Exemption

I claim exemption from withholding for the year 2016 and I certify that I meet BOTH of the following conditions for exemption:

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

☐ Check this box if you meet both conditions to claim exempt status.

I have agreed to submit this form W-4 by electronic means. By signing this form electronically, I certify under penalties of perjury that I have examined this certificate and to the best of my knowledge and belief it is true, correct, and complete.

☐ By checking this box, I am electronically signing my form W-4

Submit
Message received if employee does not check the signature certification box before Submit:

Verify Identity box received after clicking Submit button (employee must enter current password):
Message received if attempting to claim Exempt status and enter Allowances or an Additional Amount:

You cannot claim allowances and/or an additional amount and also claim exemption from withholding. (2001, 719)

You must remove the number of allowances and the additional withholding amount or uncheck the EXEMPT indicator.
Message received when “married but withholding at single rate” checkbox is selected but Marital Status of Married is selected:

Submit Confirmation received following successful Submit:

Timing: If you are paid on the Biweekly payroll, your changes need to be made by the last day of the pay period (Thursday) to be effective for that payday – the following Friday. For Monthly paid employees, submission 10 days before payday will be effective that month except for November and December. November 17th and December 1st are the deadlines for those months.
Message received when Payroll Final process is running for your pay group.

If you have questions or concerns, call Payroll Services at 502-852-2978.