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Updating Tax Withholding – Self Service

Important Information:

- Ensure you are on the Illinois State University network
 - You will need to use VPN if you are off campus – call the IT Help Desk at 309-438-4357 if you require assistance setting up your VPN
- Since this process will download a copy of the PDF form (containing personal information), public or shared computers should not be used to update online tax withholding forms
- You may need to change your browser settings so that the default for PDF forms is Adobe Acrobat (currently Safari does not allow this settings change)
- This process is only available on a personal computer – it is not currently available using a mobile device

Updating your Tax Form:

- Navigate to <https://my.illinoisstate.edu> and login using your ULID and Password
- Select the *Pay & Benefits* tab
- Select the *iPeople* box
- Select the *Tax Forms* tile
- Select *Tax Withholding* from the left navigation

Company Illinois State University		Status Active	
Form Type	Jurisdiction	Withholding Details	
Federal	Federal	Tax Status Married	Dependent Amount 1902.00
		Other Income 0.00	Deductions 0.00
		Extra Withholding 0.00	Other
State	Illinois	Tax Status N/A	Withholding Allowances 5
		Additional Amount 0.00	Additional Allowances
		Additional Percentage	Other

- To update your withholding status, select the desired withholding box

Federal	Federal	Tax Status Single	Withholding Allowances 0
		Additional Amount 0.00	Additional Allowances
		Additional Percentage	Other

- Select the *Form Description* box(es) as indicated below

Updateable Forms

Form Description

Federal Withholding Allowance Certificate >

Updateable Forms

Form Description

Illinois Withholding Allowance Certificate >

- Select *OK* when the warning box pops up
- The updateable PDF form will open in a separate window with the following information prepopulated:
 - Name
 - SSN (masked to only shows the last 4 digits)
 - Address
 - Signature
 - Date
 - Employer's name and address
 - Employee Identification Number (EIN)
- Complete the form
- Select the *Submit* button
- Enter your ULID and password to authenticate the changes
- Select *OK*
- You will receive the following message confirming your changes:

The changes you have made to your Employee Withholding Allowance Certificate have been successfully submitted on 2020-02-25. You can scroll to the next page to view your saved data or print/save a copy of this document for your records.

Please be advised when you close this document the original PDF document remains open for your reference. To exit the application process, you will need to close both the original and the updated PDF documents.

If you need to make additional changes, you must navigate back to the Tax Withholding Forms page and begin the process again.

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- You may save or print a copy of the W-4 for your records
- You will also receive an email notification of the update
- You may go back to the *Tax Withholding* page and complete the process for another tax withholding
 - You will not be prompted to enter your ULID and password again if you kept the PDF page open

Exceptions:

- You will not be able to complete this process if you:
 - Are a Nonresident Alien
 - Have an IRS Lock-In Letter on your account