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Updating Tax Withholding – Self Service

Important Information:

- Ensure you are on the Illinois State University network.
 - Use VPN if you are off campus. Call the IT Help Desk at 309-438-4357 for assistance.
- This process will download a copy of the PDF form containing personal information. Public or shared computers should not be used.
- This process is only available on a personal computer, not a mobile device.
- Recommended browsers for this process are Chrome and Firefox.
- You may need to change your browser settings so that the default for PDF forms is Adobe Acrobat. A reference can be found on the University Payroll website on the Resources tab, ([Settings for Downloading PDF for Self-Service](#)).
- You will not be able to complete this process if you are a nonresident alien or have an IRS lock-in letter on your account.

Updating your Tax Form:

1. Login to My ISU (<https://my.illinoisstate.edu>).
2. Select the *Pay & Benefits* tab.
3. Select the *iPeople* box.
4. Select the *Tax Forms* tile.
5. Select Tax Withholding: Fed W4, State from the left navigation
6. To update your withholding status, select the desired withholding box, Federal or State. The example in the following steps updates the Federal form.

7. In the *Updateable Forms* section, select the *Form Description* box as indicated below

8. Select *OK* when the warning box pops up if you're using a trusted computer.
9. Depending on your browser, the updateable PDF form will open in a separate window or be found in the *Downloads* folder. The following information will be prepopulated:
 - Name
 - SSN masked to only shows the last 4 digits

- Address
- Signature
- Date
- Employer's name and address
- Employee Identification Number (EIN)

10. Complete the form.

11. Select the *Submit* button found at the bottom of page one as shown in the following image.

- If you're not finding the *Submit* button, check your *Downloads* folder and use that form.

Form W-4 Employee's Withholding Certificate OMB No. 1545-0047
 Department of the Treasury Internal Revenue Service **2022**

Step 1: Personal Information
 (a) First name and middle initial: John Doe
 (b) Last name: Doe
 (c) Social security number: 123-45-6789
 (d) Address: 123 Main St, Anytown, IL 60000
 (e) City or town, state, and ZIP code: Anytown, IL 60000
 (f) Single or married filing separately
 Married filing jointly or qualifying widow(er)
 Head of household (check only if you are unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual)

Step 2: Multiple Jobs or Spouse Works
 Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.
 Do only one of the following:
 (a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3-4); or
 (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; or
 (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld.

Step 3: Claim Dependents
 If your total income will be \$20,000 or less (\$40,000 or less if married filing jointly):
 (a) Multiply the number of qualifying children under age 17 by \$2,000 **3**
 (b) Multiply the number of other dependents by \$500 **5**
 Add the amounts above and enter the total here **35**

Step 4 (optional): Other Adjustments
 (a) 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 **5000**
 (b) 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 and enter the result here **5000**
 (c) Extra withholding. Enter any additional tax you want withheld each pay period **Not Applicable**

Step 5: Sign Here
 Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.
 Employee's signature (This form is not valid unless you sign it.) **John Doe** Date **01/01/2022**

Employers Only
 Employer's name and address: Illinois State University CO 0560 Payroll Office Normal, IL 61790-0001
 First date of employment: **01/01/2022**
 Employer identification number (EIN): **376014270**

For Privacy Act and Paperwork Reduction Act Notice, see page 3. OMB No. 1545-0047 Form W-4 (2022)



12. Enter your ULID and password to authenticate the changes.

13. Select OK.

14. You will receive a message on your browser confirming your changes.

15. You will receive an email notification of the update and may save or print a copy of the W-4 for your records.

16. You may go back to the *Tax Withholding* page and complete the process for another tax withholding.