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**ILLINOIS STATE
UNIVERSITY**
Illinois' first public university

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

- o Address
- o Signature
- o Date
- o Employer's name and address
- o 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.
    - o If you're not finding the *Submit* button, check your *Downloads* folder and use that form.

    - o
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.