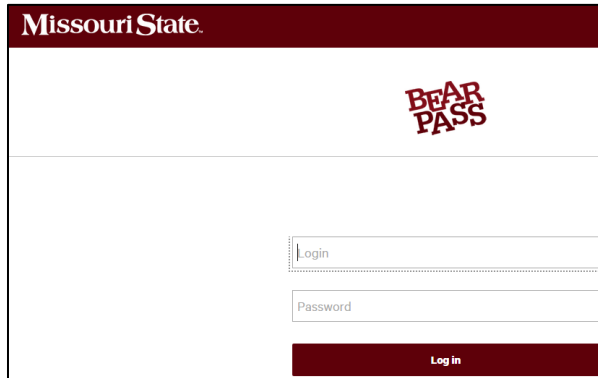


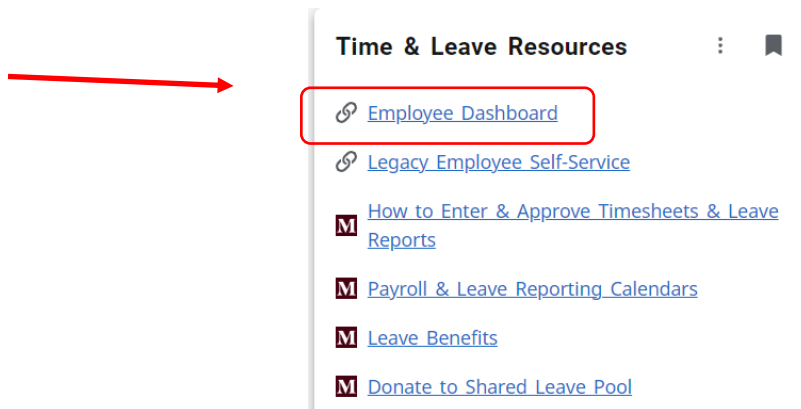
How to Review and Update your W-4 Federal Withholding Form

Review and print your W-4 Federal Withholding Form

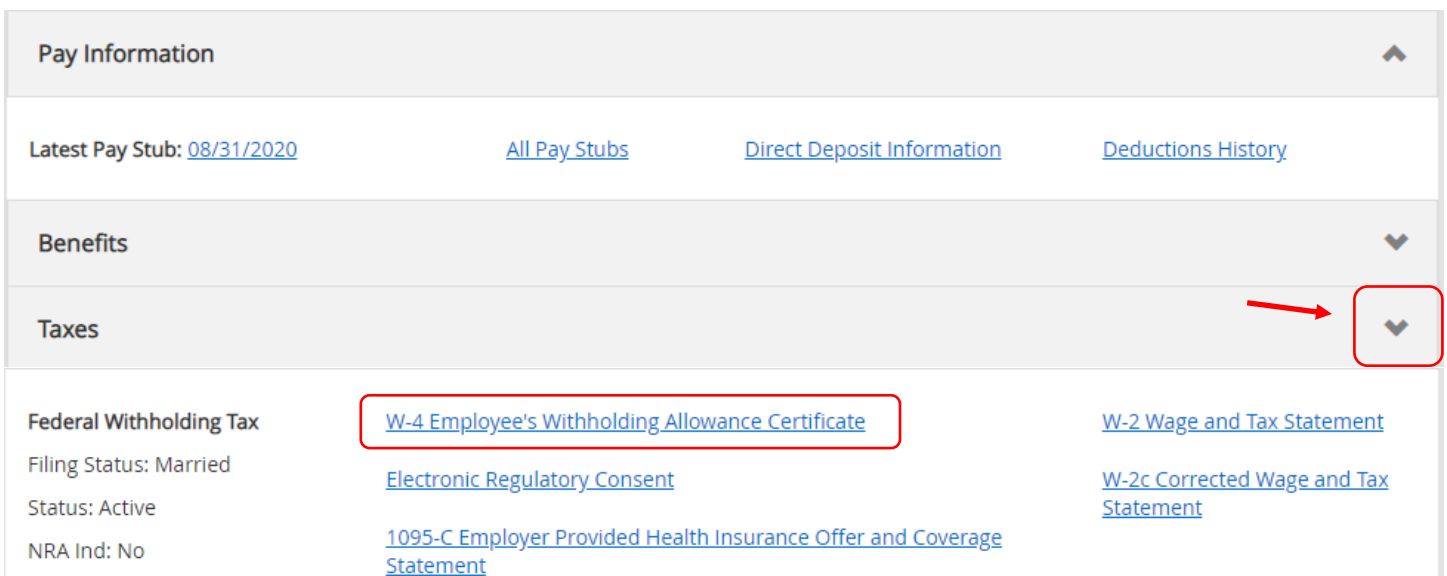
1. Access My Missouri State, enter your Login ID and Password, and then click Log In.



2. Under the Time & Leave Resources card click on Employee Dashboard.



3. Expand the Taxes section then click on W-4 Employee's Withholding Allowance Certificate.



How to Review and Update your W-4 Federal Withholding Form

- The W-4 Employee's Withholding Certificate webpage will display your current Federal W-4 withholding tax information. To view and/or print a current Federal W-4 tax form, click the Print button, which will display the representation of the actual Federal W-4 tax form.

W-4 Employee's Withholding Certificate

Federal Withholding Tax
As of Date: May 08, 2018
Name: New Bear
Address: 901 S National
 Springfield MO 65897-0027
Last Name differs from SSN card: No
Deduction Status: Active
Start Date: Apr 27, 2018
End Date:
Filing Status: Married
Number of Allowances: 0
Additional Withholding: 5.00
Note: Additional amount, if any, you want withheld from each paycheck.



- After using your browser to print, click Go Back to return to the Federal W-4 Withholding Tax.

W-4		Employee's Withholding Allowance Certificate		2018
Form Department of the Treasury Internal Revenue Service		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 requested to send a copy of this form to IRS.		
1 Your first name and middle initial New	Last name Bear	2 Your social security number 578-54-8874		
Home address (number and street or rural route) 901 S National		3 <input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. Note: if married, but legally separated, or spouse is a nonresident alien, check the "Single" box		
City or town, state, and ZIP code Springfield MO 65897-0027		4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. <input type="checkbox"/>		
5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)		5 0		6 \$ 5
6 Additional amount, if any, you want withheld from each paycheck		7 I claim exemption from withholding for 2018, and I certify that I meet both of the following conditions for exemption. Last year I had a right to a refund of all federal income tax withheld because I had no tax liability and This year I expect a refund of all federal income tax withheld because I expect to have no tax liability.		
If you meet both conditions, write "Exempt" here		7		
Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.				
Employee's signature (This form is not valid unless you sign it.)		Date >		
8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.) Missouri State University 901 S National Ave Springfield MO 65897		9 Office code (optional)	10 Employer identification number (EIN) 446000308	



Update your W-4 Federal Withholding Form

- To perform an update to your current tax information, select Update at the bottom of the W-4 Employee's Withholding Certificate.

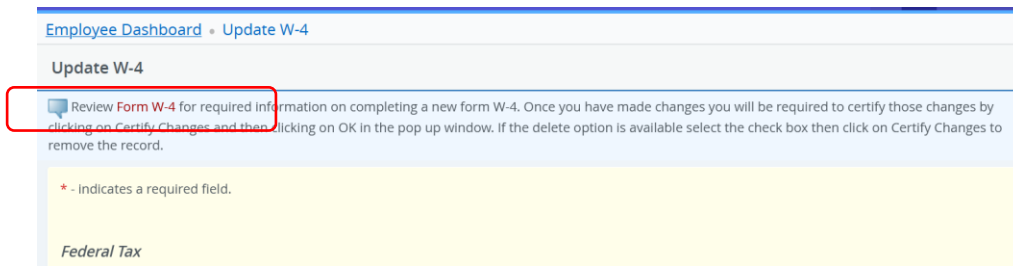
W-4 Employee's Withholding Certificate

Federal Withholding Tax
As of Date: May 08, 2018
Name: New Bear
Address: 901 S National
 Springfield MO 65897-0027
Last Name differs from SSN card: No
Deduction Status: Active
Start Date: Apr 27, 2018
End Date:
Filing Status: Married
Number of Allowances: 0
Additional Withholding: 5.00
Note: Additional amount, if any, you want withheld from each paycheck.



How to Review and Update your W-4 Federal Withholding Form

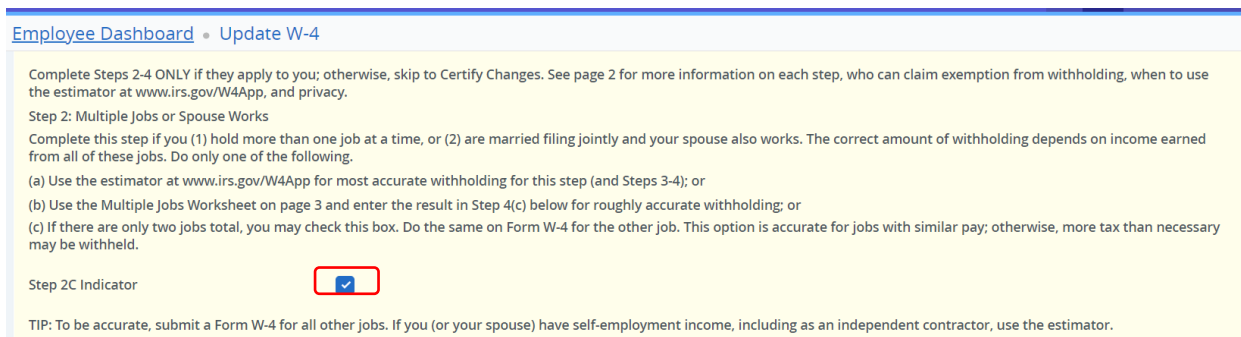
2. Click on “Form W-4” to review required information prior to completing a new form W-4.



3. Guidance for updating your Federal W-4:
 - a. If your last name differs from that shown on your Social Security Card, check box and please submit a Change of Address or Name Form to Human Resources to have your records updated to ensure you get credit for your earnings.
 - b. Effective Date of Change: Enter the date you want the change to take effect.
 - c. Deduction Status: Use drop down to select the appropriate status from the list, **Active** or **Exempt (note the statement to claim exemption from withholding)**.
 - d. Filing Status: Select the applicable Filing Status.



- e. **Complete Steps 2-4 ONLY** if they apply to you; otherwise, skip to Certify Changes.
 - i. Step 2 Multiple jobs or spouse works: If you (and your spouse) have a total of only two jobs, you may instead check the box next to Step 2C.



How to Review and Update your W-4 Federal Withholding Form

ii. Step 3 Claim Dependents:

1. Multiply the number of qualifying children under age 17 by \$2,000.
2. Multiply the number of other dependent by \$500.
3. Add the amounts above and enter the total.

[Employee Dashboard](#) » [Update W-4](#)

Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependents

If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):

Multiply the number of qualifying children under age 17 by \$2,000

Multiply the number of other dependents by \$500

Add the amounts above and enter the total here

iii. Step 4 (optional) Other Adjustments:

1. Other income: See Form W-4 instructions.
2. Deductions: See Form W-4 instructions.
3. Extra Withholding: To withhold additional money, enter the additional tax you want withheld each pay period.

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

(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

(c) Extra withholding. Enter any additional tax you want withheld each pay period

- iv. NRA Indicator: If you are a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens. You will need to speak with the International Employment Specialist in the office of International Programs to update your W-4.
- v. Click on Restore Original Values and contact the International Employment Specialist for assistance.

Nonresident alien:

If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Nonresident Alien

[Certify Changes](#)

[Restore Original Values](#)

How to Review and Update your W-4 Federal Withholding Form

- f. Select one of the following buttons, as appropriate:
 - i. If the changes are correct, click **Certify Changes**.
 - ii. If the changes are incorrect, click **Restore Original Values** to start over with the original values.

Employee Dashboard • Update W-4

Multiply the number of other dependents by \$500

Add the amounts above and enter the total here

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

(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

(c) Extra withholding. Enter any additional tax you want withheld each pay period

Nonresident alien:
If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Nonresident Alien

Certify Changes **Restore Original Values**

- g. When you click on **Certify Changes**, the message webpage will display, select **OK**.

Message from webpage

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

OK Cancel

- 4. The W-4 Update Confirmation page is now displayed. It is recommended that you view, print and/or save a copy of your updated Federal W-4 Withholding Certificate for your personal records.

For additional assistance regarding the online electronic Federal W-4 Withholding form, please contact the Payroll Office at (417)836-6578 or Payroll@MissouriState.edu.