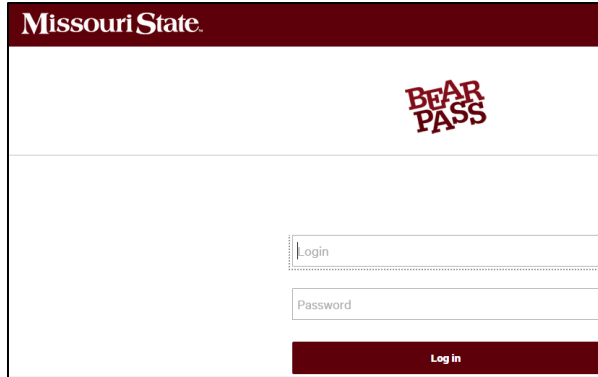


# How to Update your W-4 Federal Withholding Form

## Review and print your W-4 Federal Withholding Form

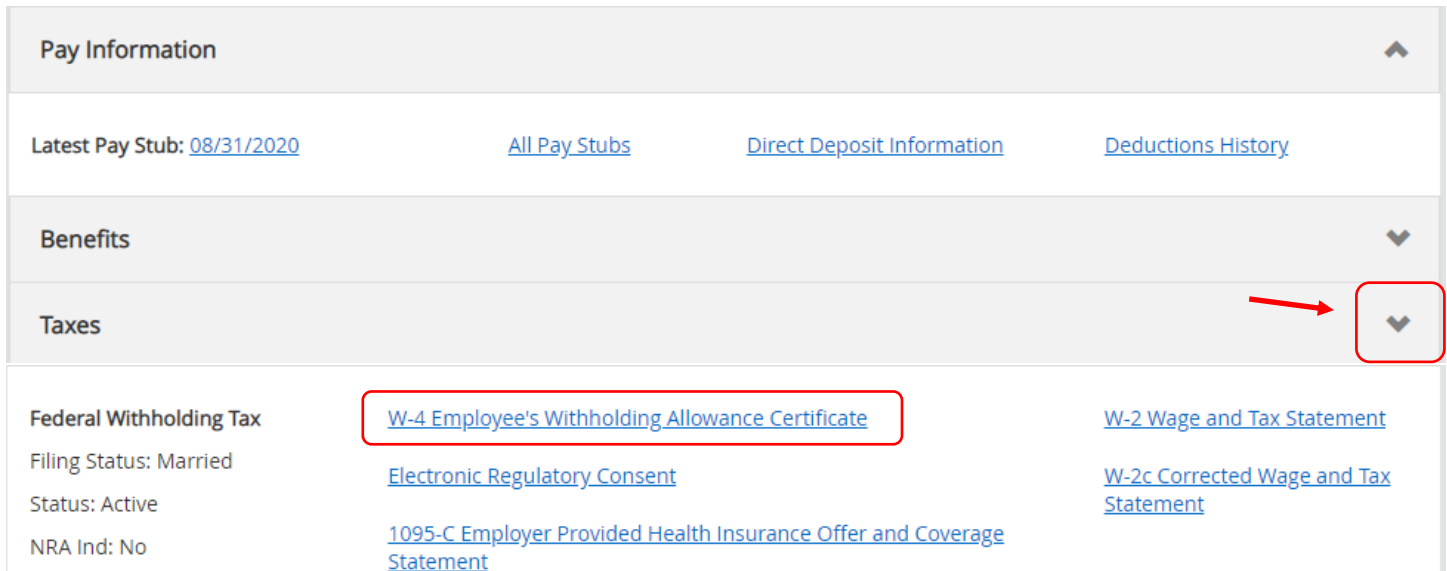
1. Access My Missouri State, enter your Login ID and Password, and then click Log In.






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.



<b>Pay Information</b> 			
Latest Pay Stub: <a href="#">08/31/2020</a>	<a href="#">All Pay Stubs</a>	<a href="#">Direct Deposit Information</a>	<a href="#">Deductions History</a>
<b>Benefits</b> 			
<b>Taxes</b> 			
<b>Federal Withholding Tax</b>	<a href="#">W-4 Employee's Withholding Allowance Certificate</a>	<a href="#">W-2 Wage and Tax Statement</a>	
Filing Status: Married	<a href="#">Electronic Regulatory Consent</a>	<a href="#">W-2c Corrected Wage and Tax Statement</a>	
Status: Active	<a href="#">1095-C Employer Provided Health Insurance Offer and Coverage Statement</a>		
NRA Ind: No			

- 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.

Print

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

Form <b>W-4</b> <small>Department of the Treasury Internal Revenue Service</small>		<b>Employee's Withholding Allowance Certificate</b>		<b>2018</b>
<b>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.</b>				
<b>1</b> Your first name and middle initial New		<b>Last name</b> Bear	<b>2</b> Your social security number 578-54-8874	
Home address (number and street or rural route) 901 S National		<b>3</b> <input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. <small>Note. If married, but legally separated, or spouse is a nonresident alien, check the "Single" box</small>		
City or town, state, and ZIP code Springfield MO 65897-0027		<b>4</b> 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"/>		
<b>5</b> Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)				5 0
<b>6</b> Additional amount, if any, you want withheld from each paycheck . . . . .				6 \$ 5
<b>7</b> 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 . . . . . <b>7</b>				
<small>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.</small>				
<b>Employee's signature</b> <small>(This form is not valid unless you sign it.)</small>		<b>Date &gt;</b>		
<b>8</b> 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		<b>9</b> Office code (optional)	<b>10</b> Employer identification number (EIN) 446000308	
<a href="#" style="border: 1px solid red; padding: 2px;">Go Back</a>				

## 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

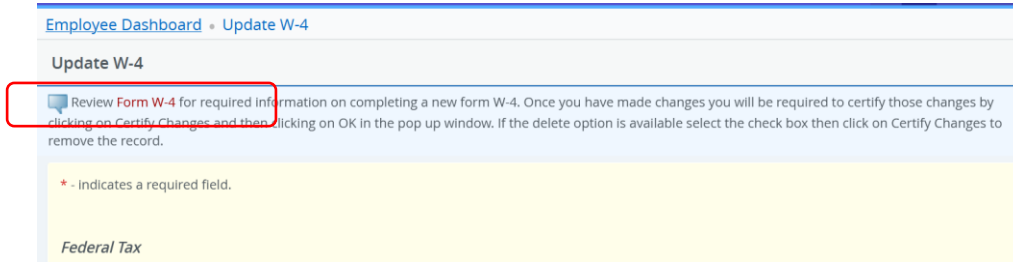
**Last Name differs from SSN card:** No  
**Deduction Status:** Active  
**Start Date:** Apr 27, 2018  
**End Date:**  
**Filing Status:** Married  
**Number of Allowances:** 0  
**Additional Withholding:** 5.00

**Note:** Additional amount, if any, you want withheld from each paycheck.

Print

History | 
 Update

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. 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 Accountant in Payroll to update your W-4.
- f. Step 2C Indicator: If you (and your spouse) have a total of only two jobs, you may instead check the box in option (c).
- g. Dependents Under 17: Enter number of qualifying children under age 17.
- h. Other Dependents: Enter number of other dependents.
- i. Other Income: See Form W-4 instructions.
- j. Deductions: See Form W-4 instructions.
- k. Additional Withholding: To withhold additional money, enter the additional tax you want withheld each pay period.
- l. 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.

**Federal Withholding Tax**  
Deduction Effective as of: Feb 07, 2020

If your last name differs from that shown on your Social Security Card, check here.   
Note: See Form W-4 instructions.

Effective Date of Change MM/DD/YYYY: \* 02/07/2020  
Note: Effective Date must be after Jan 31, 2020 the date you were last paid.

Deduction Status: \* Active

I claim exemption from withholding for the tax year specified, and I certify that I meet both of the following conditions for exemption.  
\* Last year I had no tax liability and  
\* This year I expect to have no tax liability.  
If you meet both conditions, select "Exempt" in Deduction Status field.

Filing Status: \* Married

NRA Indicator:

Step 2C Indicator:

Dependents Under 17 999999.99 :  Multiply the number of qualifying children under age 17 by \$2,000.

Other Dependents 999999.99 :  Multiply the number of other dependents by \$500.

Dependent Amount 999999.99 :  Step 3: Add the amounts above and enter the total here.

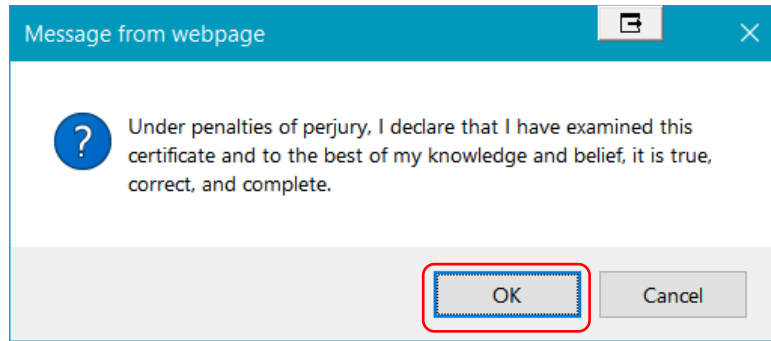
Other Income 999999.99 :  Step 4a) See Form W-4 instructions.

Deductions 999999.99 :  Step 4b) See Form W-4 instructions.

Additional Withholding 999999.99 : 100.00 Step 4c) Extra Withholding. Enter any additional tax you want withheld each pay period.

W-4 Employee's Withholding Allowance Certificate


4. When you click on Certify Changes, the message webpage will display, select OK.



5. 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.

### W-4 Update Confirmation

The updates you requested were successfully processed.

 Please contact the Benefits Administrator or Payroll Office if you have any questions about the Tax implications of your changes.

[W-4 Employee's Withholding Allowance Certificate](#)

[\[ Benefits and Deductions Menu | Employee Main Menu | M](#)

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](mailto:Payroll@MissouriState.edu).