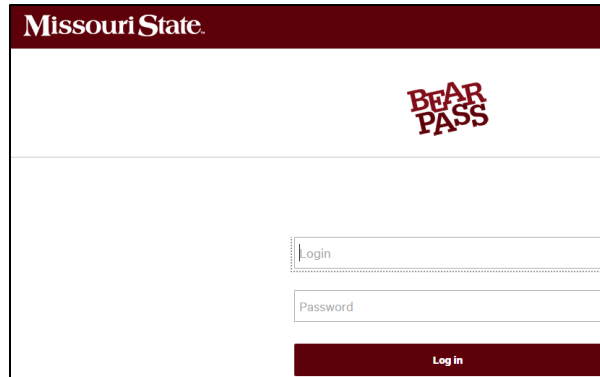


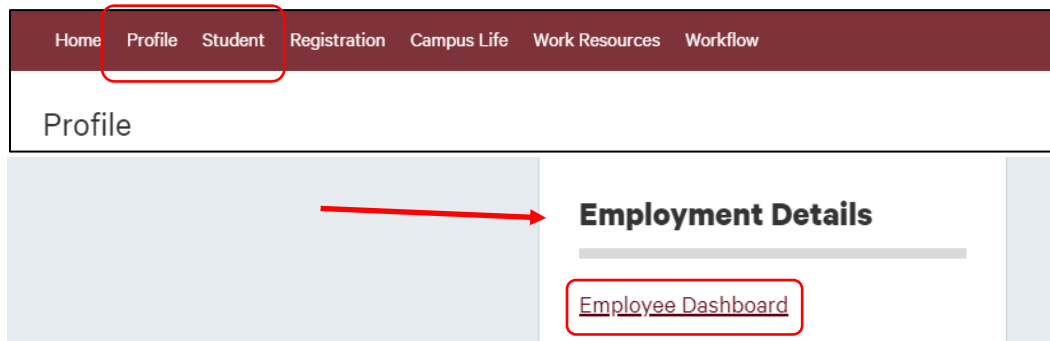
How to Update your W-4 Federal Withholding Form

Review and print your W-4 Federal Withholding Form

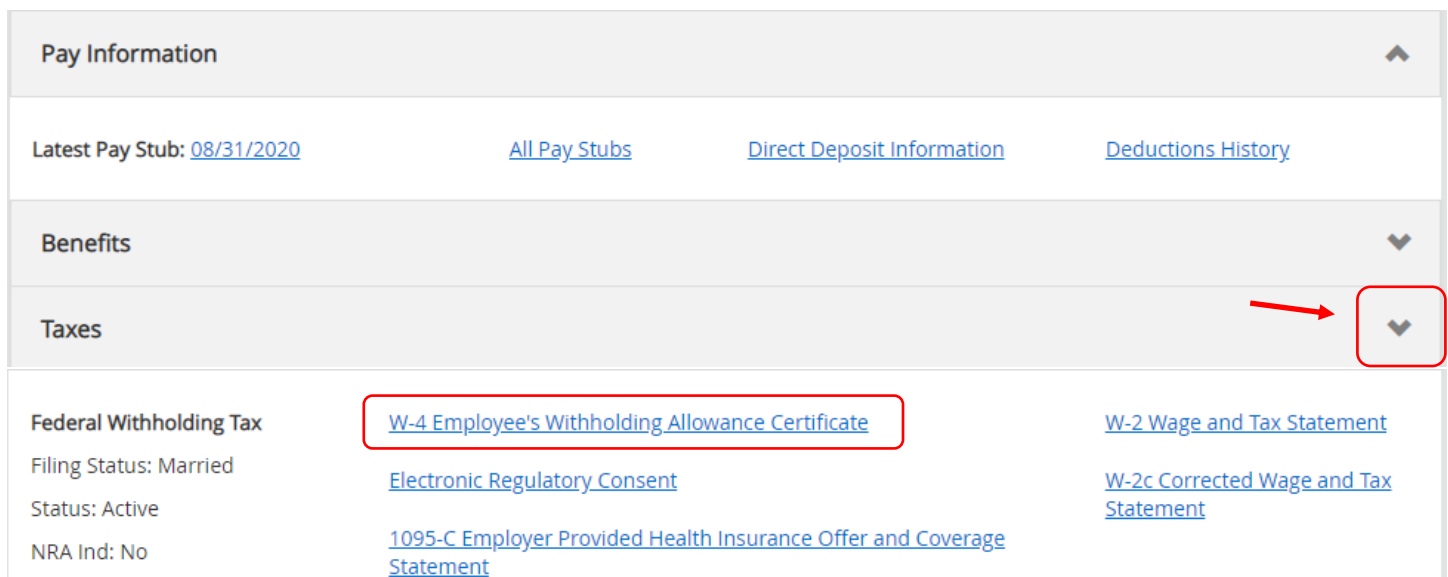
1. Access My Missouri State, enter your Login ID and Password, and then click Log In.



2. Click on the Profile tab then under Employment Details click on Employee Dashboard. Student employees will click on the Student tab to access the Employee Dashboard under My Employment.



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



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

4. 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

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

Form W-4 Department of the Treasury Internal Revenue Service		Employee's Withholding Allowance Certificate 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.		2018	
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 ☐ Single ☒ Married ☐ 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. ☐			
5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)				5	0
6 Additional amount, if any, you want withheld from each paycheck				6	\$ 5
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					
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	

Go Back

Update your W-4 Federal Withholding Form

1. 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.

Update W-4

 The IRS released a new W-4 form for 2020. The filing status and additional withholding amount (if any) will default in to the new form fields, but number of allowances/exemptions are no longer used. If you would like to review that information you can access your [W-4 History](#).

* - indicates a required field.

Federal Withholding Tax

3. Guidance for updating your Federal W-4:

- If your last name differs from that shown on your Social Security Card, 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.
- Effective Date of Change: Enter the date you want the change to take effect.
- Deduction Status: Use drop down to select the appropriate status from the list, **Active** or **Exempt (note the statement to claim exemption from withholding)**.
- Filing Status: Select the applicable Filing Status.
- 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.
- Step 2C Indicator: If you (and your spouse) have a total of only two jobs, you may instead check the box in option (c).
- Dependents Under 17: Enter number of qualifying children under age 17.
- Other Dependents: Enter number of other dependents.
- Other Income: See Form W-4 instructions.
- Deductions: See Form W-4 instructions.
- Additional Withholding: To withhold additional money, enter the additional tax you want withheld each pay period.
- Select one of the following buttons, as appropriate:
 - If the changes are correct, click Certify Changes.
 - 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 :

Other Dependents 999999.99 :

Dependent Amount 999999.99 :

Other Income 999999.99 :

Deductions 999999.99 :

Additional Withholding 999999.99 : 100.00

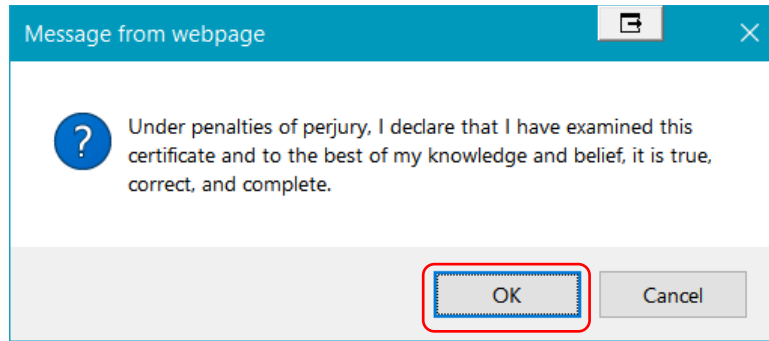
Multiply the number of qualifying children under age 17 by \$2,000.
Multiply the number of other dependents by \$500.
Step 3: Add the amounts above and enter the total here.
Step 4a) See Form W-4 instructions.
Step 4b) See Form W-4 instructions.
Step 4c) Extra Withholding. Enter any additional tax you want withheld each pay period.

Certify Changes

Restore Original Values

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.