## Updating W-4 Information

1. Begin by navigating to the **W-4 (Federal) Tax Information** page. 
   Click the [Self Service](#) link.
2. Click the [Payroll and Compensation](#) link.
3. Click the **W-4 (Federal) Tax Information** link.
4. Use the **W-4 Tax Information** page to change federal tax data only. The text at the top of this page provides useful information about federal taxes and the use of this form.
5. Right-click the [Click here to access W4 form instructions and worksheet](#) link.
6. **Form W-4** Instruction PDF document opens in a separate window.
7. You may print the form and use the **Personal Allowances Worksheet** section to determine your number of allowed exemptions.
8. Click the [Close](#) button.
9. You will update the total number of **Allowances** you wish to claim.
10. Enter the desired information into the **Enter total number of Allowances you are claiming** field.
    Enter a valid value e.g. "0".
11. If you want to have an additional amount withheld from each paycheck, you would enter the amount in this field.
12. Your **Marital Status** has recently changed. You will update your marital status.
    Click the **Married** option.
13. Click the [Scrollbar](#).
14. You wish to claim exemption from withholding for the current year.
    Read both conditional statements to confirm that you meet both conditions.
15. Click the [Check 'Exempt' here if you meet both conditions.](#) option.
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<td><strong>16.</strong></td>
<td>Click the <strong>Scrollbar</strong>.</td>
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<td><strong>17.</strong></td>
<td>Click the <strong>Submit</strong> button.</td>
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<td><strong>18.</strong></td>
<td>Click the <strong>OK</strong> button.</td>
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| **19.** | Your updates display on the page.  
If you wish to continue to edit the page, click the W-4 Tax Information link. |
| **20.** | Congratulations! You have successfully reviewed and changed W-4 Federal Tax data.  
**End of Procedure.** |