

Quick Guide to the W-4 Form

- To ask questions in English, contact your department's HR office or payroll@ohr.wisc.edu.
- To request translation or interpretation services, call Cultural Linguistic Services (CLS) in the Office of Human Resources at (608) 265-2257.

What is the W-4 form?

Your employer uses the W-4 form to calculate the amount of taxes that are withheld from your paycheck. **To learn more**, you can watch this video from the IRS (Internal Revenue Service): <https://go.wisc.edu/4q9500>

How to make changes to your W-4 form?

Online	On paper
<ol style="list-style-type: none"> 1. Log in to MyUW at https://my.wisc.edu/ 2. In the Payroll Information tile, click on Update W4 3. Enter your selections for Federal and State tax data 4. Submit <p>Detailed instructions: https://uwservice.wisconsin.edu/docs/publications/pay-update-federal-state-w4.pdf</p>	<ol style="list-style-type: none"> 1. Access the forms in these links and print them, or ask us to send physical copies to your home or supervisor <ul style="list-style-type: none"> • Federal: https://www.irs.gov/pub/irs-pdf/fw4.pdf • State: https://www.revenue.wi.gov/TaxForms2017through2019/w-204f.pdf <p>Note: if you are not a tax resident of Wisconsin, you might need different forms.</p> 2. Fill the forms 3. Submit them in person to your department's HR office, or to the Office of Human Resources at 21 N. Park Street, Suite 5101

Tips

- You can set up a meeting for an HR or CLS representative to guide you while you update your W-4 form in MyUW.
- **We can't give you any advice about your answers.** Everybody's tax situation is different, so we can't tell you if you have filled your W-4 form correctly.
- If you need help deciding what to put on your W-4, consult your tax preparer or the Tax Withholding Estimator from the IRS at <https://www.irs.gov/individuals/tax-withholding-estimator>.
- After updating your W-4 form, check your next two Earnings Statements to make sure that they reflect the changes you made. If they don't, please let us know (see contact information above).