

Kev Qhia Teev Daim W-4 Form

- Rau cov lus nug siv lus Askiv, nrog koj ceg ua haujlwm lub *HR office* tham los xa ntawv rau payroll@ohr.wisc.edu.
- Rau kev pab txhais ntawv los lus Hmoob, hu *Cultural Linguistic Services* (CLS) nyob hauv *Office of Human Resources* rau (608) 263-2217 los xa ntawv rau hmong-clc@wisc.edu.

Daim W-4 (form) yog dab tsi?

Koj qhov chaw ua haujlwm siv daim *W-4 form* laij cov se yuav tau tshem tawm hauv koj daim nyiaj them. **Rau kawm ntxiv**, koj mus saib tau daim *video* hauv *IRS* (*Internal Revenue Service*): <https://go.wisc.edu/4q9500>

Yuav pauv tej yam hauv koj daim W-4 form li cas?

Online	Daim ntawv luam tawm
<ol style="list-style-type: none"> 1. Nkag rau hauv <i>MyUW</i> ntawm https://my.wisc.edu/ 2. Nyob rau ntawm daim <i>Payroll Information</i>, nyem qhov <i>Update W4</i> 3. Ntaus cov koj yuav tso rau ntawm qhov <i>Federal</i> thiab <i>State tax</i> 4. Nyem “<i>submit</i>” <p>Cov kev ua tib zoo qhia: https://hr.wisc.edu/docs/pay-update-federal-state-w4-hmong.pdf</p>	<ol style="list-style-type: none"> 1. Qhib cov ntawv nyob hauv cov kab no thiab luam lawv, los hais kom peb xa ib daim rau koj tom tsev los rau koj tus thawjsaib <ul style="list-style-type: none"> • <i>Federal:</i> https://www.irs.gov/pub/irs-pdf/fw4.pdf • <i>State:</i> https://www.revenue.wi.gov/TaxForms2017through2019/w-204f.pdf <p>Nco: yog koj tsis yog ib tug nyob hauv xeev Wisconsin, tej zaum koj yuav tau teev cov txawv.</p> 2. Teev ob daim ntawv (<i>forms</i>) 3. Nqa mus rau ntawm koj ceg ua haujlwm lub <i>HR office</i>, los mus rau hauv <i>Office of Human Resources</i> ntawm 21 N. Park Street, Suite 5101

Tswv yim pab

- Koj teem tau ib lub caij nrog ib tug *HR* los *CLS* ib tug neeg qhia koj teev ntawv hloov koj daim *W-4 form* nyob hauv *MyUW*.
- **Peb yuav pab teb tsis tau koj cov lus nug.** Txhua tus neeg qhov se yuav txawv, vim li ntawd peb qhia tsis tau tias koj teev koj daim *W-4 form* puas yog.
- Yog koj xav tau kev pab txiav txim yuav tso li cas rau hauv koj daim *W-4*, nrog koj tus neeg ua se tham los siv qhov *Tax Withholding Estimator* hauv *IRS* nyob ntawm <https://www.irs.gov/individuals/tax-withholding-estimator>.
- Tom qab pauv koj daim *W-4 form*, xyuas koj ob daim tw nyiaj them (*Earnings Statements*) kom lawv muaj pauv raws li koj teev ntawv. Yog lawv tsis pauv, thov qhia rau peb paub (saib kev hu cuag nyob saum no).