

# Pauv Nomtsvw Teb Chaws thiab/los Xeev daim W4

Sab *Employee Self Service W4* yuav muaj rau twm tau nkaus xwb yog muaj ib qho nram no nyob hauv:

- Tus neeg them se tuaj txawv teb chaws tuaj
- Tus neeg nyob rau qhov *No Taxable Gross*; Tsis txiav se (yog Nomtsvw teb chaws los Xeev tsis muaj qhov no, koog no hloov tau)
- Muaj daim ntawv *lock-in* nyob hauv tus neeg ua num cov ntaub ntawv

Cov hloov tej zaum kuj yuav tsis tshwm rau hauv daim nyiaj them lub caij ntawd saib ntaus rau hauv thaum twg.

Ntaus cov ntaub ntawv hloov rau thaj koj xav pauv xwb (Nomtsvw Teb Chaws thiab/los Xeev). Yog pauv Xeev daim W4 xwb siv qhov nyem qhib **Update State Tax Data Only** saum toj ntawm sab W4.

**CEEB TOOM:** Yog koj them se tam ib tug tuaj txawv teb chaws tuaj thiab ho pauv tau cov ntaub ntawv, **TSUM!** Khij lub pob qhia tias koj yog neeg txawv teb chaws. Nov yuav qhia ntxiv tias yuav kho ntaub ntawv txiav se nyob hauv *Glacier*.

▼ Update State Tax Data Only **Federal Tax Data (W-4)**

[IRS Form W-4 and Instructions](#)  
[Federal and State W-4 Tip Sheet](#)

Please check here if you are a foreign national.

## Qhib daim W4

- Nyem **Update W4** ntawm qhov *Payroll information* hauv *MyUW*.  
**NCO:** Qhov *Portal* no qhib qhov twg tuaj los tau tsuav muaj *Internet* xwb, xws li koj lub *Smart Phone* los *Tablet*.
  - TXHUA LUB UW:** Cov neeg ua num qhib *MyUW System portal* tau ntawm <https://my.wisconsin.edu/>
  - UW Madison:** Cov neeg ua num qhib *MyUW Madison portal* ntawm <https://my.wisc.edu/>
- Xyuas **Cov Ntaub Ntawv txog Tus Kheej**.  
**NCO:** Hloov tau ntaub ntawv txog tus kheej, saib [daim ntawv no](#) rau kev qhia ntxiv.

## Hloov Federal daim W4

- NCO:**
- Yog daim W4 tam sim no muaj yog rau 2019 los ua ntej, tso puas tsawg tus neeg yuav tshwm hauv, qhov no yuav hloov tsis tau thiab tsuas muab qhia xwb
  - Yog tso neeg, ntaus xyoo rau hauv qhov **Exemption** thiab khij lub pob **New**.

- Xaiv nyob qhov txiav se twg (**Tax Status**).  
**CEEB TOOM:** Yuav tsum khij, txawm tsis pauv puas tsawg tus neeg.
- Ntaus cov ntaub ntawv **Tshiab** rau Ruam 2 mus txog 4.  
**NCO:** Txhua qhov chaw ntaus **Tshiab** yuav kom muaj lej.
- Yog tsis hloov ntaub ntawv rau xeev koog, hla mus rau koog tso cai (**Authorization**).

**Tax Status (Required):**

Current Allowances (2019 and earlier):

Current New

Tax Status   Single or Married Filing Separately  
 Married Filing Jointly  
 Head of Household

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**Step 3: Claim Dependents**

If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):

	Current	New
Multiply the number of qualifying children under age 17 by \$2000	2000	<input type="text" value="2000"/>
Multiply the number of other dependents by \$500	+	<input type="text" value="500"/>
<b>Total dependent amount:</b>	<input type="text" value="\$25000"/>	<input type="text" value="\$2,500"/>

## Hloov Xeev daim W4

### NCO:

- Cov ntaub ntawv nyob hauv yuav tshwm thiab hloov tau. Rau pauv xeev daim, xa daim ntawv luam tau rau koj qhov chaw ua haujlwm them nyiaj.
- Yog tso tias nyob txawv xeev thiab ua num lwm qhov, thov nrog koj lub chaw them nyiaj tham.
- Yog tso puas tsawg tus neeg, sau tus lej rau ntawm qhov **Exemption** thiab khij lub pob **Tshiab**.

### 1. Xaiv nyob qhov txiav se twg (**Tax Status**).

**CEEB TOOM:** Yuav tsum xaiv nyob rau qhov twg, txawm muaj dab tsi pauv.

### 2. Sau tus lej **Tshiab** rau ntawm qhov **Withholding** thiab **Tso kom txiav npaum cas ntxiv**.

**NCO:** Txhua qhov **Tshiab** yuav tsum muaj tus lej.

## Tso Cai (Authorization)

### 1. Khij lub pob thiab twm sob ntawv tso cai.

### 2. Nyem **Submit**.

**Authorization (Required):**

By checking this box, I declare under penalties of perjury that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete. Furthermore, by clicking the submit button I am validating this form with an electronic signature and I understand that my payroll tax information will be updated according to these changes.

### 3. Yuav muaj qhov hais tias **W-4 Successfully Submitted** tshwm saum toj ntawm sab ntawd qhia koj tias cov ntaub ntawv hloov lawm.

### 4. Rau luam ib daim W4 rau koj khaws cia, nyem lub pob **Print** saum toj ntawm sab ntawd.

**NCO:** Cov ntawv luam no yog rau tus kheej khaws xwb thiab txhob muab rau lub chaw num them nyiaj.

### 5. Nyem qhov **Sign Out** saum kaum sab xis kaw cov ntaub ntawv.

