

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): go.wisc.edu/4q9500

How to make changes to your W-4 form

Online	Paper
<ol style="list-style-type: none"> 1. Log in to MyUW at my.wisc.edu 2. Click on the Workday tile. 3. Click on Menu. Select the Benefits and Pay app. 4. Click Pay from the left side menu and select Tax. 5. Click the Federal Withholding Elections or State/Local Withholding Elections buttons to enter your selections. 6. Click OK. <p>Detailed support: kb.wisconsin.edu/workday/internal/146856</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: irs.gov/pub/irs-pdf/fw4.pdf • State: revenue.wi.gov/TaxForms2017t <p>Note: if you are not a tax resident of Wisconsin, you may need different forms.</p> <ol style="list-style-type: none"> 2. Fill the forms <p>Submit them in person to your department's HR office, or to the Office of Human Resources at 21 N. Park Street, Suite 5101</p>

Tips

- You can set up a meeting for an HR or CLS representative to guide you while you update your W-4 form.
- **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 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).