



Kev Qhia Teev Daim W-4 Form Ceev

- Rau lus nug rau lus Askiv, hu cuag koj ceg haujlwm lub *HR office* los payroll@ohr.wisc.edu
- Rau thov kev txhais ntawv los txhais lus, hu *Cultural Linguistic Services (CLS)* hauv *Office of Human Resources* rau (608)263-2217 los hmong-cls@wisc.edu.

Daim W-4 (form) yog dab tsi?

Koj qhov chaw ua haujlwm siv daim *W-4 form* lai 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)*:

go.wisc.edu/4q9500

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

Online	Daim ntawv luam tawm
- Nkag rau hauv <i>MyUW</i> ntawm my.wisc.edu/ - Nyem daim <i>Workday</i>. - Nyem qhov Menu. Xaiv qhov Benefits and Pay app. - Nyem qhov Pay nyob ntawm sab lauj thiab xaiv qhov Tax. - Nyem qhov <i>Federal Withholding</i> los <i>State/Local Withholding</i> tso li koj xaiv. - Nyem OK. Kev ua tib zoo qhia: kb.wisconsin.edu/workday/internal/146856	- Qhib cov ntawv nyob hauv cov kab no thiab luam lawv, los hais kom peb xa ib daim rau koj tom tsev los rau ntawm koj tus thawjsaib - Federal: irs.gov/pub/irs-pdf/fw4.pdf - State: revenue.wi.gov/TaxForms2017t Nco: yog koj tsis yog ib tug nyob hauv xeev Wisconsin, tej zaum koj yuav tau teev cov ntawv txawv. - Teev ob daim ntawv (<i>forms</i>) Nqa rau ntawm koj ceg ua haujlwm lub <i>HR office</i>, los 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 muab tsis tau tswv yim rau 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 *IRS Tax Withholding Estimator* hauv irs.gov/individuals/tax-withholding-estimator.
- Tom qab pauv koj daim *W-4 form*, xyuas koj ob daim tw nyiaj them (*Earnings Statements*) tom qab kom muaj raws li pauv nyob hauv koj teev ntawv. Yog lawv tsis pauv, thov qhia rau peb paub (saib kev hu cuag nyob saum no).