

## W4 Tax Information

Step	Action
1.	<p>Begin by navigating to the Direct deposit page</p> <p>Go to <a href="http://www.holycross.edu">www.holycross.edu</a>, at the top of the page (in the gray area) choose either Current Students or Faculty &amp; Staff, whichever applies to you. Scroll until you find Employee Resources on the left hand side of the page, then choose Human Resources (HR) Self Service</p>
2.	Login using your id and password
3.	Click main menu, my self service, holycross, my secure self svc
4.	Enter last 4 digits of your SSN and click show secure links
5.	Choose W4 Tax Information
6.	<p>From the W-4 Self Service page an employee is able to update their "Federal Filing Status". Marital status, number of exemptions, additional withheld per paycheck, or claim of exemption can all be updated. This page effects changes for Federal withholdings only. Any State withholdings changes need to be made in person in the Payroll Office, located in O'Kane 159.</p>
7.	<p>You must complete Form W4 so the Payroll Department can calculate the correct amount of tax to withhold from your pay. Federal income tax is withheld from your wages based on marital status and the number of allowances claimed on this form. You may also specify that an additional dollar amount be withheld. You can file a new Form W4 anytime your tax situation changes and you choose to have more, or less, tax withheld.</p> <p>Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject by review by the IRS. Your employer may be required to send a copy of this form to the IRS.</p>
8.	Enter in information that you want updated and click the submit button
9.	It will prompt you for your password again to verify it's you
10.	<p>Congratulations! You have successfully updated your direct deposit information.</p> <p><b>End of Procedure</b></p>