View/Update Your W-4 and/or K-4 Tax Information Online

Go to . . . http://www.as.ksu.edu/HRIS/
Sign In by entering your eID and password.

Access W-4 and/or K4 Tax Information page:
Employee Self Service > Payroll and Compensation> W-4 and/or K4 Tax Information

New employees may submit their W-4 and/or K-4 information via HRIS employee self service AFTER receipt of the "Welcome to K-State" email.
When claiming Single with 0 (zero) allowances, no action is required.
When claiming other than single with 0 (zero) allowances changes may be entered online or paper forms may be submitted to the Division of Human Resources.

Employees who have tax withheld for a state other than Kansas will not be able to update the State portion of Employee Self-Service. These employees will need to contact the Payroll office at (785) 532-6277 for additional instructions. Employees who maintain a visa will continue to submit W-4 or K-4 paper forms.

To ensure W-4 and/or K-4 tax changes will be reflected on the next pay check, update information on the pay day (Friday) prior to the next pay check. Ex: Make changes on Friday, October 24, for the pay check to be received on November 7; make changes on Friday, November 7, for the pay check to be received on November 21.

Explanation of W-4 and/or K-4 Tax Information Online:

1. Update W-4 Tax Information: Displays your name, the last four digits of your social security number and the company in which your position is located. If you work for more than one company, there will be a line that states: For W-4 associated with a different company, select Company. Please choose the company that you wish to update your tax information.

2. Home Address: Displays your Home Address which is where your pay checks or pay advises and W-2 will be mailed. If this is not correct, please contact your personnel specialist.

3. W-4 and/or K-4 Tax Data: Displays the number of allowances, additional amount for withholding, marital status you are currently claiming and links to the tax forms.

4. Claim Exemption: Displays exempt from withholding statement and criteria for both the W-4 and the K-4.

5. Submit: Displays a statement to read and agree to before submitting your tax changes.

6. Verify Identity: After clicking "Submit" a verification page will ask for your password … type password and select "Continue" or "Cancel."

7. An Email will be sent to your KSU email address to confirm your changes. Please review the email to confirm the changes are correct.

Remember: Never share your password with anyone.

Update Your W-4 and/or K-4 Tax Withholding Information

Lname,Fname M
State of Kansas

Social Security #: XXX-XX-0000

The Internal Revenue Service (IRS) and the Kansas Department of Revenue require all employees to complete a Federal Employee's Withholding Allowance Certificate (W-4) and a Kansas Employee's Withholding Allowance Certificate (K-4) so your employer can withhold the correct federal and state income tax from your pay. Federal and state income tax is withheld from your wages based on marital status and the number of allowances claimed. You may also specify an additional dollar amount to be withheld from each pay check. You can change your federal and/or state marital status and/or withholding allowances anytime your tax situation changes.

Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS and the Kansas Department of Revenue.

Home Address

Adress 1st Line
Adress city and state,Zip

W-4 and K-4 Tax Withholding Information

For information on completing W-4 and K-4 forms, visit our website:
http://www.k-state.edu/hr/forms/w4.pdf
http://www.k-state.edu/hr/forms/k-4.pdf

	Federal (W-4)	**State/** KS **(K-4)***
Marital Status:	○ Single ◉ Married ☐ Married, but withhold at the higher single rate	◉ Single ○ Joint
Number of withholding allowances:	0	0
Amount of additional withholding per		10.00

*K-4 is for Kansas residents only.

Claim Exemption

I claim exemption from Federal withholding for 2008 and I certify that I meet BOTH of the following conditions for exemption:

>> Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability; AND

>> This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability.

Check 'Exempt' here if you meet both conditions. ☐

I claim exemption from State withholding for 2008 and I certify that I meet BOTH of the following conditions for exemption:

>> Last year I had a right to a refund of ALL State income tax withheld because I had NO tax liability; AND

>> This year I expect a refund of ALL State income tax withheld because I expect to have No tax liability.

Check 'Exempt' here if you meet both conditions: ☐

Submit

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

To change your W-4 and/or K-4 Tax Withholding:

A) **W-4 and/or K-4 Tax Data:**

Select Marital Status for W-4: Single or Married or select Married but withhold at higher single rate. For K-4: select Single or Joint.

Enter the number of allowances and/or additional withholding amount for W-4 and/or the K-4.

W-4 and K-4 Tax Withholding Information

For information on completing W-4 and K-4 forms, visit our website:
http://www.k-state.edu/hr/forms/w4.pdf
http://www.k-state.edu/hr/forms/k-4.pdf

	Federal (W-4)	State/ KS (K-4)*
Marital Status:	○ Single ◉ Married ☐ Married, but withhold at the higher single rate	◉ Single ○ Joint
Number of withholding allowances:	0	0
Amount of additional withholding per Paycheck:		10.00

*K-4 is for Kansas residents only.

B) <u>Claim Exemption:</u> Read the Claim Exemption section statements to determine if you meet the conditions to be exempt from federal and/or state tax withholding. If you determine you are eligible to claim exempt from federal and/or state tax withholding:

- Select "Check Exempt here" boxes.

C) <u>Sign and Submit:</u> Once all the changes are made to your tax information, read the statement and select "Submit."

Claim Exemption

I claim exemption from Federal withholding for 2008
and I certify that I meet BOTH of the
following conditions for exemption:
>> Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability; AND
>> This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability.

Check 'Exempt' here if you meet both conditions. ☐

I claim exemption from State withholding for 2008
and I certify that I meet BOTH of the
following conditions for exemption:
>> Last year I had a right to a refund of ALL State income tax withheld because I had NO tax liability; AND
>> This year I expect a refund of ALL State income tax withheld because I expect to have No tax liability.

Check 'Exempt' here if you meet both conditions: ☐

Submit

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

D) <u>Verify Identity</u>: Upon selecting "Submit" a verification page will ask for your password … type password and select "Continue" or "Cancel."

Verify Identity

To protect your privacy, verify your identity by typing your password. If you are not this user, click **Sign Out**.

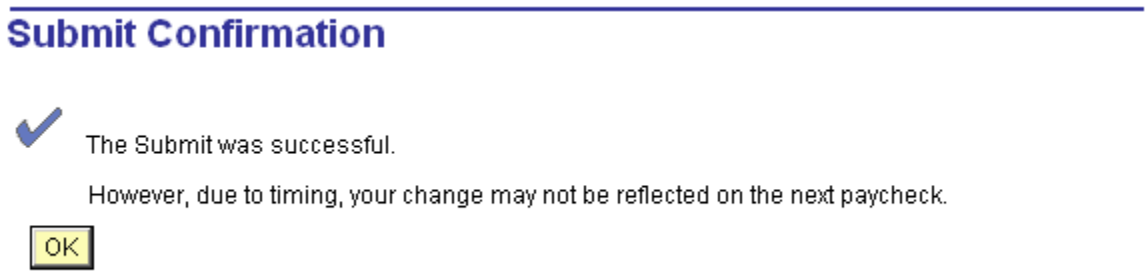
User ID: WILDKAT
Password:

Continue Cancel

Remember: Never share your password with anyone.

View/Update Your W-4 and/or K-4 Tax Information

E) **Save Confirmation**: A confirmation page will display and indicate that your change to your tax withholding may not affect the next paycheck you receive.
Select OK.



The change to your W-4 and/or K-4 Tax Information is complete. Return to the W-4 and/or K-4 Tax Information page.

An e-mail will be sent to you with the following information:

- Employee W0000000000 (your employee ID number)
- Your Name
- You submitted W-4 data via the Web on (date you changed the information) and/or you have submitted K-4 data via the web on (date you changed the information).
- Marital Status : (the status you claimed; Single, Married, or Married but withhold at higher Single rate)
- No. of Allowances : (the number of allowances you claimed)
- Additional Amount: (any additional dollar amount you designated)
- Exempt Status: (N or Y)

For information regarding Employee Self-Service W-4 and/or K-4 Tax Information, please contact Anna Carroll at (785) 532-6277.