How Do I Update My W-4 Information?

Navigation

1. Log into OneUSG Connect.

2. From **Employee Self Service**, click the **Taxes** tile.

3. Select **W-4 Tax Information** in the menu.

4. Input a number in the **Enter total number of Allowances you are claiming** field if making an update.

5. In the **Enter Additional Amount, if any, you want withheld from each paycheck** field, enter a monetary amount (optional).

6. Ensure the correct **Tax Status** is selected: **Single** or **Married**.

7. **Check here and select Single status if married but withholding at single rate**: Select this checkbox if you are married, but electing to withhold at the single rate.

8. **Check here if your last name differs from that shown on your social security card:** Select this checkbox if your last name on this page is different from your Social Security card.

9. Ensure the current year is appears in the **Claim Exemption** field. Update the year if needed.

10. **Check this box if you meet both conditions to claim exempt status:** Select this checkbox if you are able to claim exempt status (must meet the two conditions listed).

11. Click the **Submit** button.

12. To verify your identity, you must reenter your password and click **Continue**. This is the same password that you use to access OneUSG Connect.

13. Click **OK** on the confirmation page.

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