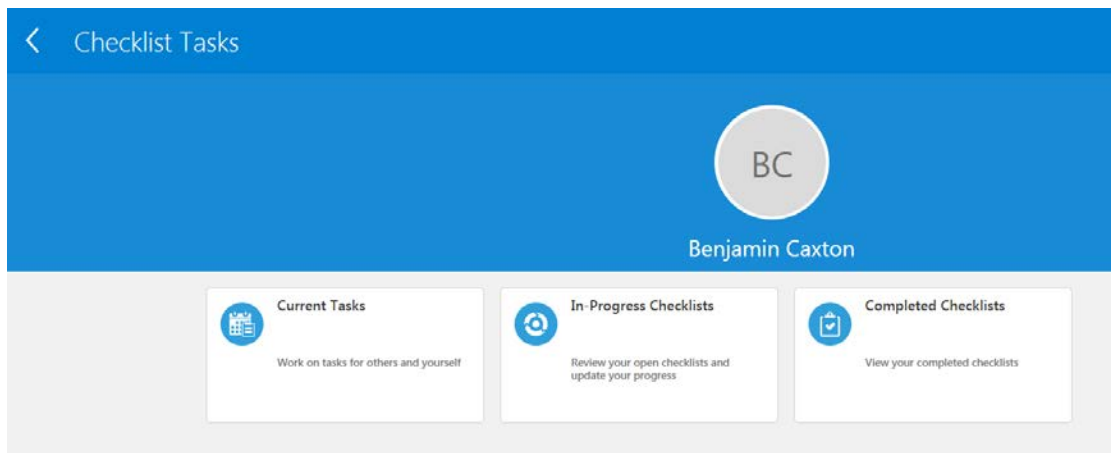


W-4 Completion Steps

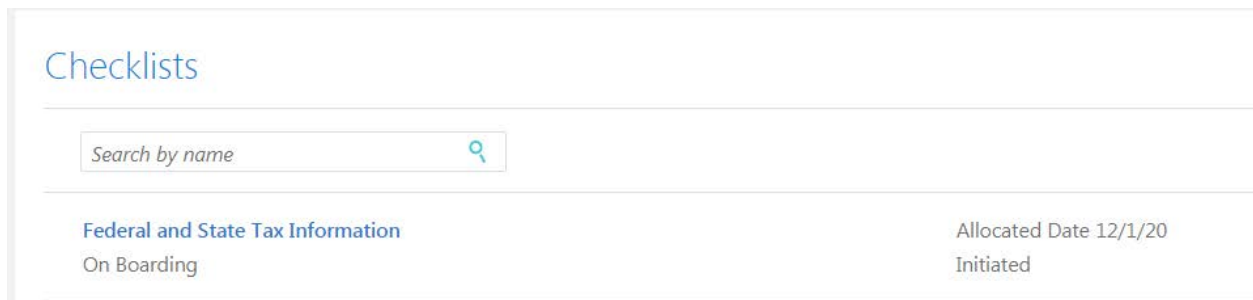
1. Go to <https://www.irs.gov/pub/irs-pdf/fw4.pdf> for guidance on entering your tax deduction amount
2. Log into myHR and
3. Select the About Me tab and click on the Checklist Tasks icon



4. Click the 'In-Progress Checklist' tile




5. Select Federal and State Tax Information




6. Open the Federal and State W-4 task


My Tasks

<input type="checkbox"/>	Actions 
<input type="checkbox"/>	Federal and State W-4 Required
<input type="checkbox"/>	Federal W-4 Link Optional
<input type="checkbox"/>	W-4 Instructions Optional

7. Click 'Go to Task'

W-4
Benjamin Caxton


Go to Task Complete Actions 



Contact Info 

Name Jason Gerlt	Email JasonGerlt@creighton.edu
Due By 10/9/20	Phone 402-280-2790

8. To enter Federal Tax information Click the Pencil Icon

Tax Withholding
Peter Chriss

Creighton University 

Form Name Federal	Qualifying Dependents Amount 0 USD 
Start Date 10/14/20	Other Dependents Amount 0 USD
Filing Status Single or Married filing separately	Total Dependents Amount 0 USD
Multiple Jobs	Other Income Amount 0 USD
Extra Withholding 0 USD	Deductions Amount 0 USD
Exempt from Federal Income Tax	

9. Enter your Tax information. **Note: Payroll and HR cannot provide guidance on what you should enter for withholdings, you will need to consult a tax advisor or click on <https://www.irs.gov/pub/irs-pdf/fw4.pdf> for deduction guidance.**

Tax Withholding
Peter Chriss

Creighton University

Form Name
Federal

*When does this change start?
10/23/20

*Filing Status
Single or Married filing separately

Multiple Jobs

Extra Withholding
0 USD

Exempt from Federal Income Tax

Qualifying Dependents Amount
0 USD

Other Dependents Amount
0 USD

Total Dependents Amount
0 USD

Other Income Amount
0 USD

Deductions Amount
0 USD

Save Cancel

*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.
 I Agree

10. When you are finished check the 'I Agree' check box and click Save
11. To Enter State Tax information click the Add button

Tax Withholding
Peter Chriss

Creighton University

Form Name
Federal

Start Date
10/14/20

Filing Status
Single or Married filing separately

Multiple Jobs

Extra Withholding
0 USD

Exempt from Federal Income Tax

Qualifying Dependents Amount
0 USD

Other Dependents Amount
0 USD

Total Dependents Amount
0 USD

Other Income Amount
0 USD

Deductions Amount
0 USD

+ Add

12. click on the one of the following links for guidance on entering state tax withholdings or search for your state's current W-4 or tax withholding form
- Nebraska: https://revenue.nebraska.gov/files/doc/tax-forms/f_w4.pdf
 - Iowa: <https://tax.iowa.gov/sites/default/files/2019-12/2020IAW-4%2844019%29.pdf>
 - Arizona: <https://azdor.gov/forms/withholding-forms/arizona-withholding-percentage-election>

13. Select your state from the 'What form would you like to add?' drop down. This is the state in which you will file your annual tax return.

Tax Withholding
Peter Chriss

Creighton University

Save Cancel

*When does this change start?
10/23/20

*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.
 I Agree

Form Name
Federal

Start Date
10/14/20

Filing Status
Single or Married filing separately

Multiple Jobs

Extra Withholding
0 USD

Exempt from Federal Income Tax

*What form would you like to add?
AK
AL
AR
AS
AZ
CA
CO
CT
DE

Deductions Amount
0 USD

14. Enter your Tax information. **Note: Payroll and HR cannot provide guidance on what you should enter for withholdings, you will need to consult a tax advisor or use your states tax withholding form for guidance.**

Tax Withholding
Peter Chriss

Creighton University

Save Cancel

*When does this change start?
10/23/20

*What form would you like to add?
NE

Filing Status
Single

*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.
 I Agree

Allowances
0

Additional Tax Amount
USD

Exempt from State Income Tax

15. When you are finished check the 'I Agree' check box and click Save.
16. Your tax information will display
17. Click the back arrow to exit this section

Tax Withholding
Peter Chriss

Creighton University + Add

Form Name Federal	Filing Status Single or Married filing separately	
Start Date 10/14/20	Multiple Jobs Extra Withholding 0 USD	
	Exempt from Federal Income Tax	
Form Name NE	Allowances 1	
Start Date 10/23/20	Additional Tax Amount 50 USD	
Filing Status Single	Exempt from State Income Tax No	

18. To mark task as complete you will need to reenter the 'In Progress Checklists' tile
19. Click on the Federal and State Tax Information task
20. Click on Federal and State W-4
21. Click Complete

W-4
Peter Chriss

Go to Task Complete Actions

Contact Info

Name Jason Gerit	Email JasonGerit@creighton.edu
Due By 10/29/20	Phone 402-280-2790

22. The task will be removed from the checklist task list

My Tasks

- Actions
- Federal W-4 Link**
Optional
- W-4 Instructions**
Optional