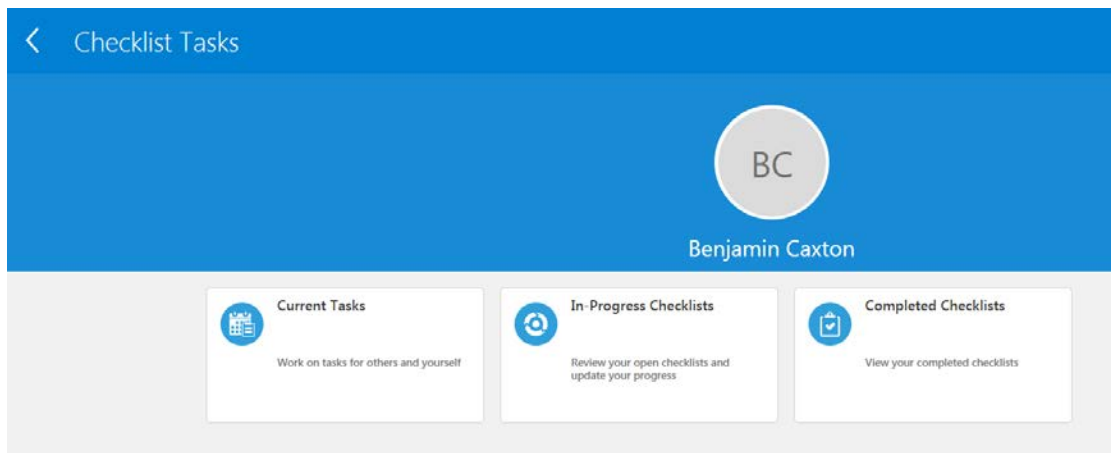


W-4 Completion Steps

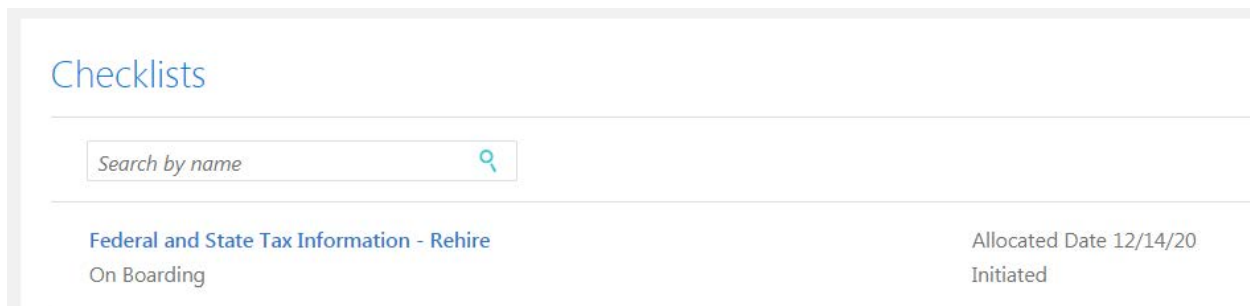
1. Go to <https://www.irs.gov/pub/irs-pdf/fw4.pdf> for guidance on entering your tax deduction amount
2. Log into myHR and
3. Select the About Me tab and click on the Checklist Tasks icon



4. Click the 'In-Progress Checklist' tile



5. Select the Federal and State Tax Information - Rehire



6. Open the 'Review Tax Withholding' task

Checklist Name	Federal and State Tax Information - Rehire	Checklist Category	On Boarding
Required Tasks Completed	0/1	Overdue Tasks	0

My Tasks

- Actions
- Review Tax Withholding
Required
Due By 12/21/20
- 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 review Federal Tax information Click the Pencil Icon

Tax Withholding
Peter Chriss

Creighton University

+ Add

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. Update 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

Save
Cancel

<p>Form Name Federal</p> <p>*When does this change start? 10/23/20 </p> <p>*Filing Status Single or Married filing separately ▼</p> <p>Multiple Jobs ▼</p> <p>Extra Withholding <input style="width: 80%;" type="text" value="0"/> USD</p> <p>Exempt from Federal Income Tax ▼</p> <p><small>*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.</small></p> <p><input type="checkbox"/> I Agree</p>	<p>Qualifying Dependents Amount <input style="width: 80%;" type="text" value="0"/> USD</p> <p>Other Dependents Amount <input style="width: 80%;" type="text" value="0"/> USD</p> <p>Total Dependents Amount <input style="width: 80%;" type="text" value="0"/> USD</p> <p>Other Income Amount <input style="width: 80%;" type="text" value="0"/> USD</p> <p>Deductions Amount <input style="width: 80%;" type="text" value="0"/> USD</p>
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10. When you are finished check the 'I Agree' check box and click Save
 11. If you have moved to a new state or need to make changes, click the pencil/edit icon

<p>Form Name IA</p> <p>Start Date 1/1/18</p> <p>Filing Status Married</p> <p>Exempt from State Income Tax Yes</p> <p>Exemption for Military Spouse</p>	<p>State of Residence </p> <p>Personal Allowance</p> <p>Number of Complete Exemption Dependents</p> <p>Allowances for itemized deduction</p> <p>Allowance for adjustments to income</p> <p>Allowance for child and dependent care credit</p> <p>Allowances 0</p> <p>Additional Tax Amount ^</p>
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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
- a. Nebraska: https://revenue.nebraska.gov/files/doc/tax-forms/f_w4.pdf
 - b. Iowa: <https://tax.iowa.gov/sites/default/files/2019-12/2020IAW-4%2844019%29.pdf>
 - c. 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.

The screenshot shows a web form for entering tax information. On the right side, there is a teal 'Save' button. The form is divided into two columns. The left column contains the following fields: 'Form Name' (IA), '*When does this change start?' (12/14/20), 'Filing Status' (Married), 'Exempt from State Income Tax' (Yes), 'Exemption for Military Spouse' (Select a value), and 'State of Residence' (Select a value). The right column contains: 'Number of Complete Exemption Dependents' (empty), 'Allowances for itemized deduction' (empty), 'Allowance for adjustments to income' (empty), 'Allowance for child and dependent care credit' (empty), 'Allowances' (0), and 'Additional Tax Amount' (empty) with a 'USD' label. A red box highlights the 'State of Residence' dropdown menu.

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.**

The screenshot shows a web form for entering tax information. On the right side, there are 'Save' and 'Cancel' buttons. The form is divided into two columns. The left column contains the following fields: '*When does this change start?' (10/23/20), '*What form would you like to add?' (NE), 'Filing Status' (Single), and a declaration: '*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.' with an 'I Agree' checkbox. The right column contains: 'Allowances' (0), 'Additional Tax Amount' (empty) with a 'USD' label, and 'Exempt from State Income Tax' (empty).

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

18. To mark task as complete you will need to reenter the 'In Progress Checklists' tile

19. Click on the checklist title 'Federal and State Tax Information – Rehire'

20. Click on Review Tax Withholding

21. Click Complete

W-4
Peter Chriss

Go to Task Complete Actions

Contact Info

Name Jason Gerlt	Email JasonGerlt@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

Instructions
Optional