W-4 Completion Steps

Review and Update Federal Withholdings

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 Pay icon

4. Click the 'Tax Withholding' tile

Creighton UNIVERSITY
Human Resources

my HR
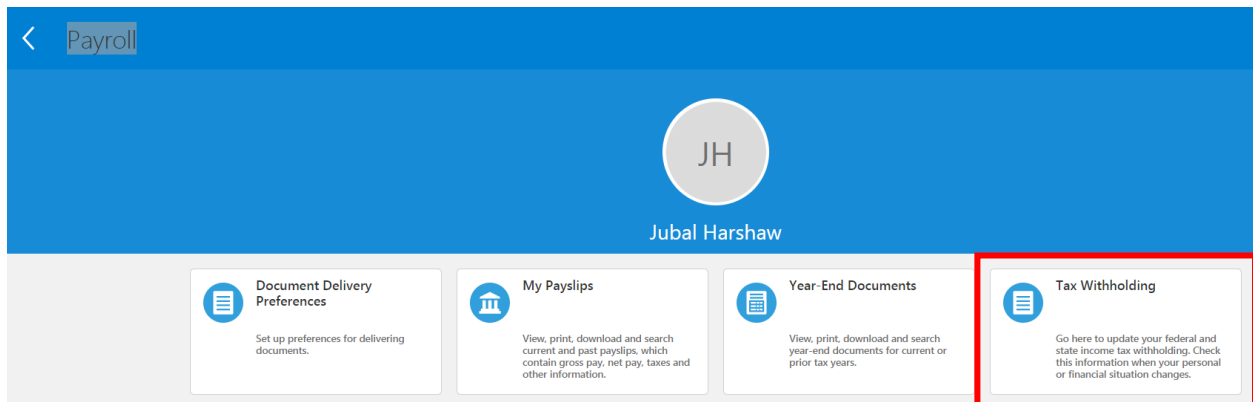
5. To review Federal Tax information Click the Pencil Icon

Tax Withholding
Peter Chriss

Creighton University   + Add

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

6. 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

Form Name	Qualifying Dependents Amount	
Federal	0	USD
*When does this change start?	Other Dependents Amount	
10/23/20	0	USD
*Filing Status	Total Dependents Amount	
Single or Married filing separately ⌄	0	USD
Multiple Jobs	Other Income Amount	
⌄	0	USD
Extra Withholding	Deductions Amount	
0 USD	0	USD
Exempt from Federal Income Tax		
⌄		

*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

7. When you are finished check the 'I Agree' check box and click Save

Creighton
UNIVERSITY
Human Resources

my HR

Review and Update State Withholdings

8. If you have moved to a new state or need to make changes, click the pencil/edit icon

Form Name	State of Residence	✏
IA	Personal Allowance	
Start Date	Number of Complete Exemption Dependents	
1/1/18	Allowances for itemized deduction	
Filing Status	Allowance for adjustments to income	
Married	Allowance for child and dependent care credit	
Exempt from State Income Tax	Allowances	
Yes	0	
Exemption for Military Spouse	Additional Tax Amount	⌃

9. 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

10. 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.

<u>S</u>ave

		Number of Complete Exemption Dependents
Form Name		
IA		
***When does this change start?**		Allowances for itemized deduction
12/14/20	📅	
Filing Status		Allowance for adjustments to income
Married	⌄	
Exempt from State Income Tax		Allowance for child and dependent care credit
Yes	⌄	
Exemption for Military Spouse		● Allowances
Select a value	⌄	0
State of Residence		**Additional Tax Amount**
Select a value	⌄	USD
Personal Allowance		

Creighton
U N I V E R S I T Y
Human Resources

my HR

11. 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.**

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