MyBenU Federal W-4 Tax Information Self Service

Faculty and staff can update their Federal W-4 Tax Information in MyBenU

1. Click on **Employee Self Service**

2. Click **W-4 Tax Information** in the left navigation area
3. Complete the information below

4. When you’re done, click Submit
5. You will be asked for your password to verify, click **Continue**

![Verify Identity](image1.png)

6. Click **OK** to finish

![Submit Confirmation](image2.png)

**Please Note:** You can only make one change per day to your W-4 information, so if you want to make any additional changes you will need to wait until the following day to make those changes.