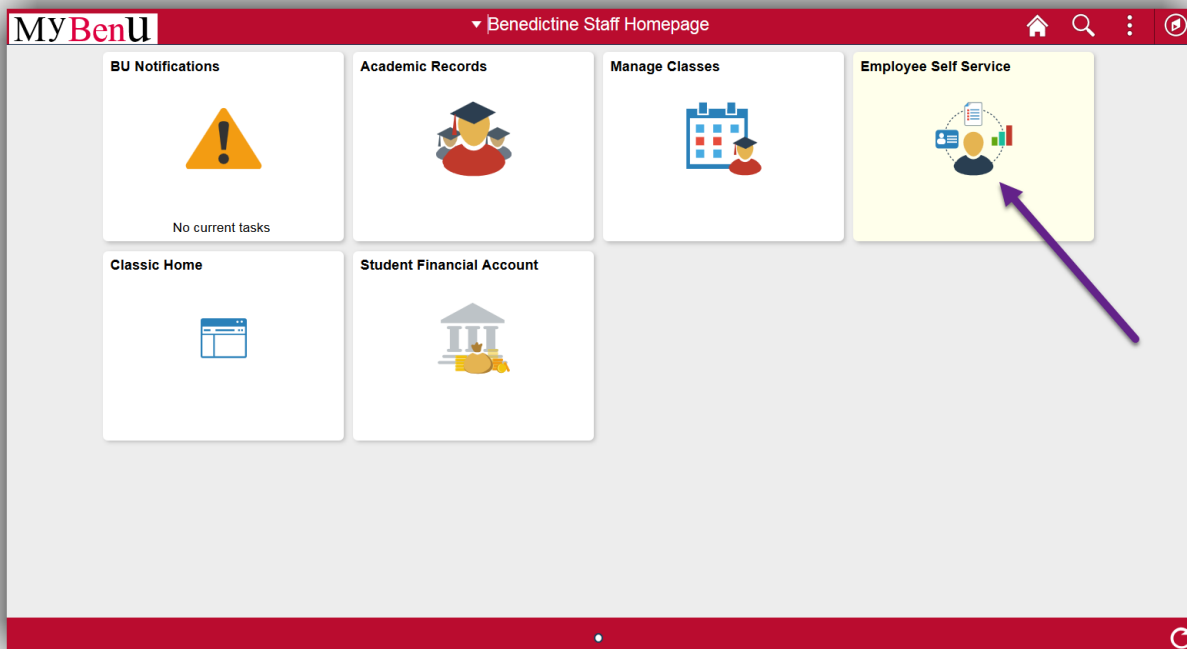


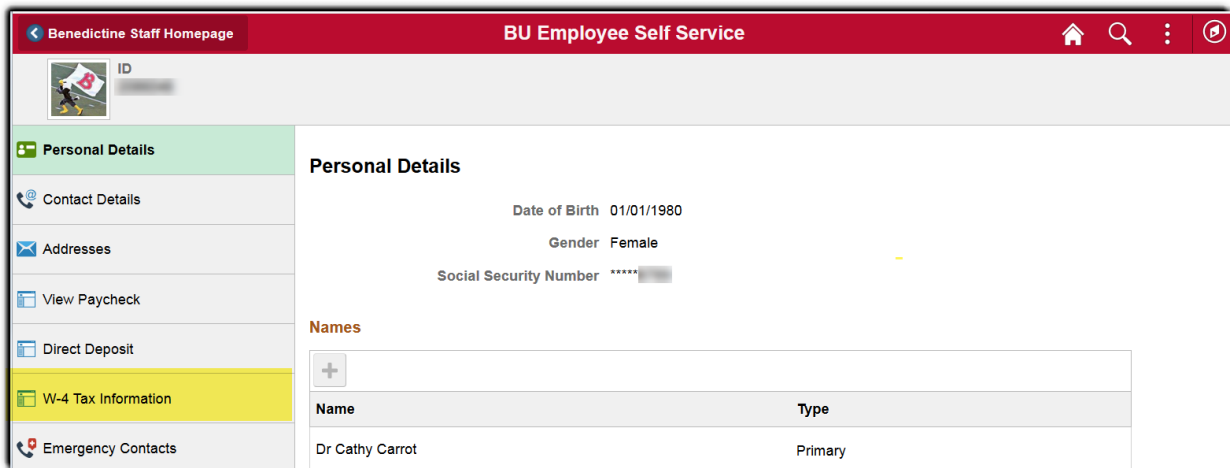
MyBenU Federal W-4 Tax Information Self Service

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

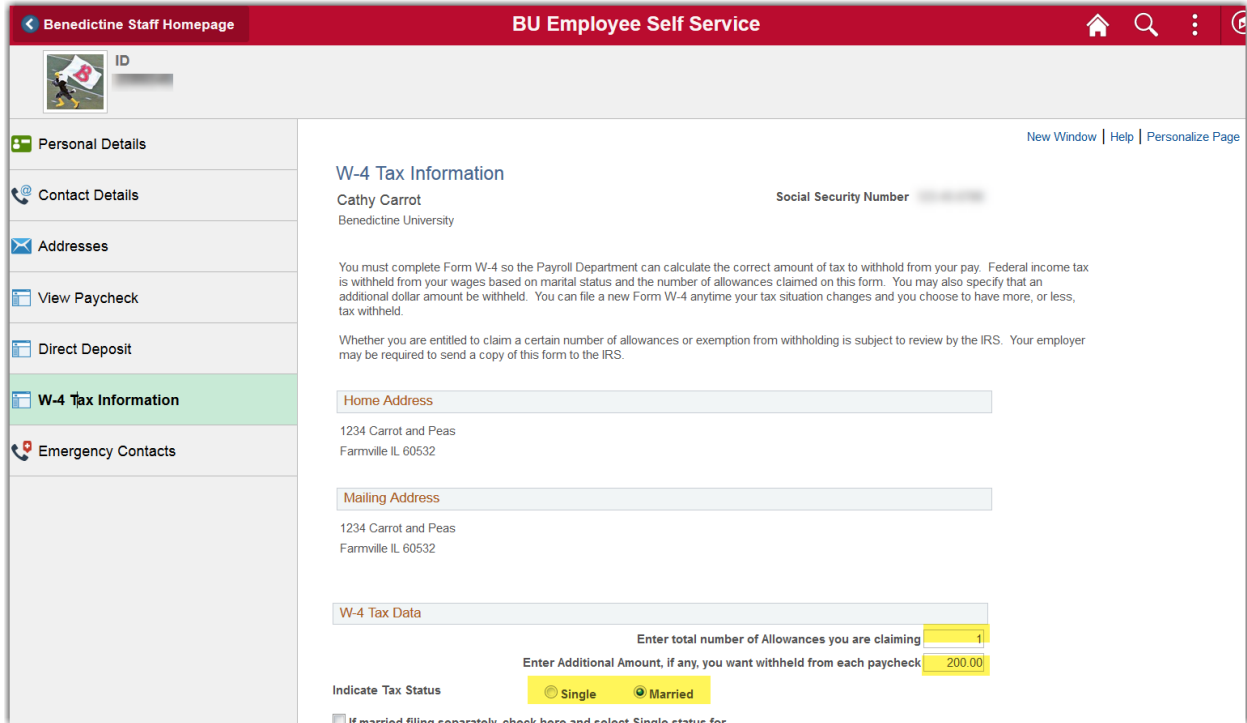
1. Click on **Employee Self Service**



2. Click **W-4 Tax Information** in the left navigation area



3. Complete the information below



The screenshot shows the 'W-4 Tax Information' page in the BU Employee Self Service system. The page header includes 'Benedictine Staff Homepage' and 'BU Employee Self Service'. The user's name is Cathy Carrot, and her Social Security Number is partially visible. The form includes sections for Home Address, Mailing Address, and W-4 Tax Data. The Home Address and Mailing Address are both 1234 Carrot and Peas, Farmville IL 60532. The W-4 Tax Data section shows 'Enter total number of Allowances you are claiming' as 1 and 'Enter Additional Amount, if any, you want withheld from each paycheck' as 200.00. The tax status is indicated as Married.

W-4 Tax Information

Cathy Carrot Social Security Number [REDACTED]
Benedictine University

You must complete Form W-4 so the Payroll Department can calculate the correct amount of tax to withhold from your pay. Federal income tax is withheld from your wages based on marital status and the number of allowances claimed on this form. You may also specify that an additional dollar amount be withheld. You can file a new Form W-4 anytime your tax situation changes and you choose to have more, or less, tax withheld.

Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

Home Address

1234 Carrot and Peas
Farmville IL 60532

Mailing Address

1234 Carrot and Peas
Farmville IL 60532

W-4 Tax Data

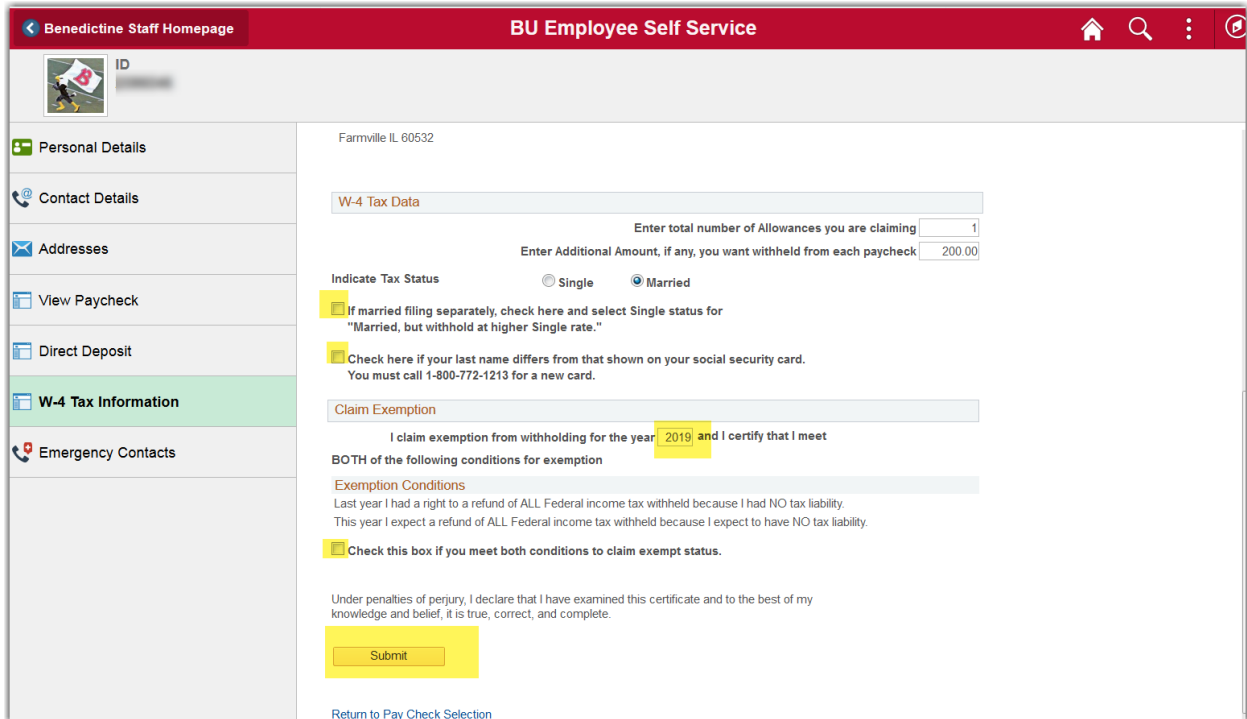
Enter total number of Allowances you are claiming

Enter Additional Amount, if any, you want withheld from each paycheck

Indicate Tax Status Single Married

If married filing separately, check here and select Single status for

4. When you're done, click **Submit**



The screenshot shows the 'W-4 Tax Information' page in the BU Employee Self Service system, now including the 'Claim Exemption' section. The user's name is Cathy Carrot, and her Social Security Number is partially visible. The form includes sections for Home Address, Mailing Address, and W-4 Tax Data. The Home Address and Mailing Address are both 1234 Carrot and Peas, Farmville IL 60532. The W-4 Tax Data section shows 'Enter total number of Allowances you are claiming' as 1 and 'Enter Additional Amount, if any, you want withheld from each paycheck' as 200.00. The tax status is indicated as Married. The 'Claim Exemption' section is checked, and the user has selected the year 2019. The 'Submit' button is highlighted in yellow.

W-4 Tax Information

Cathy Carrot Social Security Number [REDACTED]
Benedictine University

You must complete Form W-4 so the Payroll Department can calculate the correct amount of tax to withhold from your pay. Federal income tax is withheld from your wages based on marital status and the number of allowances claimed on this form. You may also specify that an additional dollar amount be withheld. You can file a new Form W-4 anytime your tax situation changes and you choose to have more, or less, tax withheld.

Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

Home Address

1234 Carrot and Peas
Farmville IL 60532

Mailing Address

1234 Carrot and Peas
Farmville IL 60532

W-4 Tax Data

Enter total number of Allowances you are claiming

Enter Additional Amount, if any, you want withheld from each paycheck

Indicate Tax Status Single Married

If married filing separately, check here and select Single status for "Married, but withhold at higher Single rate."

Check here if your last name differs from that shown on your social security card. You must call 1-800-772-1213 for a new card.

Claim Exemption

I claim exemption from withholding for the year and I certify that I meet BOTH of the following conditions for exemption

Exemption Conditions

Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability.
This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability.

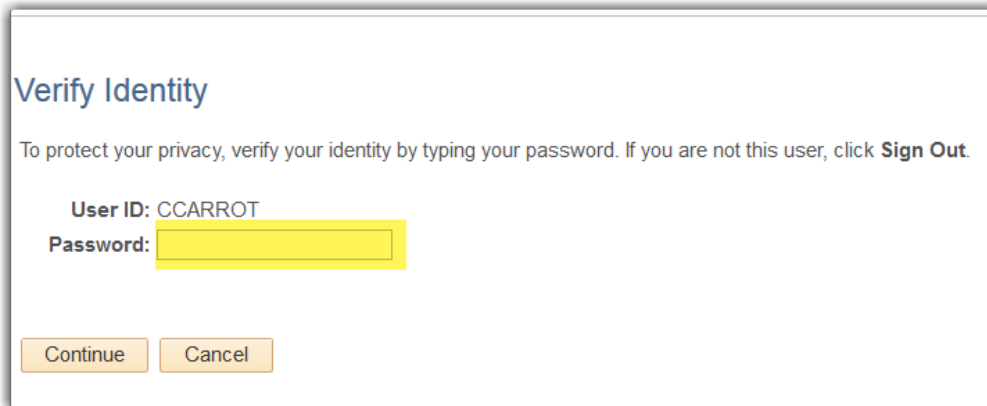
Check this box if you meet both conditions to claim exempt status.

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.

Submit

[Return to Pay Check Selection](#)

5. You will be asked for your password to verify, click **Continue**



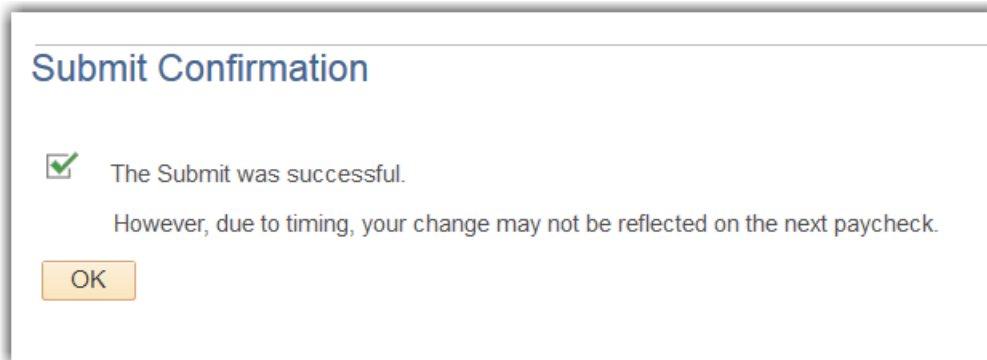
Verify Identity

To protect your privacy, verify your identity by typing your password. If you are not this user, click **Sign Out**.

User ID: CCARROT

Password:

6. Click **OK** to finish



Submit Confirmation

The Submit was successful.

However, due to timing, your change may not be reflected on the next paycheck.

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.