NYIT Self-Service Application
Changing your Federal Tax Information

Employees may adjust their federal income tax withholdings through the Self Service Application. Withholding status and allowance(s), including any additional amount withheld, will apply to all active employee assignments. Changes made through this application will change the employee’s official NYIT Personnel Record.

NYIT Self Service Applications → Tax Info → Federal Information

From the Self Service menu choose ‘Tax Info’

The Tax Form page will load with the employee’s current federal tax withholding status visible in the Federal Information section.

1. Choose UPDATE to make changes to your Federal W-4 Form
2. If necessary, use the IRS Federal W-4 Form (PDF) hyperlink to access the W-4 worksheet and tax information to assist you when completing the W-4 Form.
3. From the Update Tax Form: Federal W-4 Form window, you may:
   - Change your Filing Status
   - Change the number of Allowances you claim
   - Specify an Additional Withholding amount to be deducted from your pay
   - Report a Last Name Change
   - Claim to be Exempt from federal withholdings
4. In the example below, we change the Filing Status from Single to ‘Married’, designated a ‘Different Last Name’ and claimed to be ‘Exempt from Withholding’. Two important notes:
   a. If your last name is different, you must call 1-800-772-1213 for a new Social Security card
   b. If you claim exemption from withholdings, you must forward a signed copy of your W4 form to payroll by February 15th or payroll with default your exemption to single zero – your exemption status is only valid for the current year.
5. After all changes are made, add a check in the ‘I Agree’ box at the bottom of the page – you will get an error and not be able to click on ‘Continue’ unless you put a check in this box.

6. The W-4 now shows an ‘X’ in the Married box, an ‘X’ to designate a different Last Name, and ‘Exempt’ in box 7.
7. To change the number of Allowances you are claiming or if want to have an Additional Amount Withheld from your pay, you can enter those values in the windows provided below.

- The Tip icons above provide hints or helpful field information.

8. Here, we changed the Allowances from 0 to 2 and the Additional Amount Withheld from 0 to 35.00. To avoid an error, for every change to this form, you must enter a check in the ‘I Agree’ box before you click on CONTINUE.
9. The total number of allowances in Box 5 is now 2 and the additional amount to be withheld is now 35.00.

10. Choose to go BACK, CANCEL, print using PRINTABLE PAGE, or SUBMIT.

11. If you CANCEL, you will receive a warning question to which you must enter YES or NO.

12. Click on PRINTABLE PAGE to print the new W-4 for your records. The print options are found in the FILE window.
13. Go BACK to re-do your changes or SUBMIT. When you submit, you’ll receive the following confirmation.

14. Employees will receive an email notification when changes have been made to the W-4 form.