

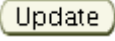


How to Change Your W-4 Exemptions

Changing Your W-4 Exemptions

If you would like to change your tax withholdings for your federal taxes, you can now do this online through Employee Self Service.

Note: You will need to turn off your Pop-Up Blocker or select to accept pop-ups from the site.

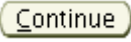
1. Navigate to the Oracle website at:
<http://oracleapps.sandiego.edu>
2. Enter your username and password.
3. When the page appears, select

4. Select 
5. This will bring you to the **Tax Form** page. This is where you can view your filing status and current federal tax withholdings.
6. To change the amount that is being withheld, select 
7. This will bring you to the **Update Tax Form** page. This is where you can make any necessary changes.
8. Review the **Agreement** at the bottom of the page and decide whether or not you can check the **I Agree** check box.

Agreement


Under penalties of perjury, I certify that I am entitled to the numl


I Agree

You must agree with the perjury statement to continue.

9. Once you have made your desired changes, select 
10. This will bring you to the **Tax Form (W-4): Review** page. Here you can view your current status and the proposed status that you requested. Any proposed changes will appear with a blue dot next to it. In the example below, the person has changed their allowances to "2".

Tax Information

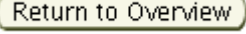
	Current	Proposed
Filing Status	Single	Single
Allowances	1	2 
Additional Amount Withheld	0	0
Exempt	No	No

11. If the information is accurate, click 

12. You will receive a confirmation page.

Confirmation

Your changes have been applied.

13. Click 
14. That's it! The effective date of your changes will depend upon when the payroll is processed. If changes were made after processing, they will be effective the following payroll.
15. If you want to change your California tax withholdings, click

State Information

[California Withholding Form\(PDF\)](#)

You will need to download the form, complete it and return it to the Payroll Department in Maher 106.