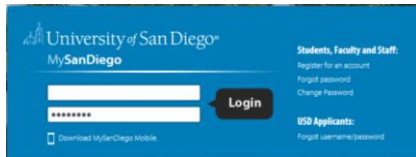


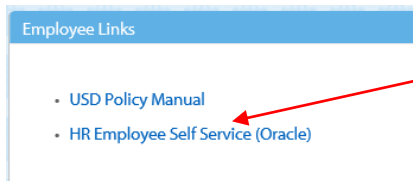
How to Update your W4 and State Withholding Online

Go to <https://my.sandiego.edu/cp/home/displaylogin>

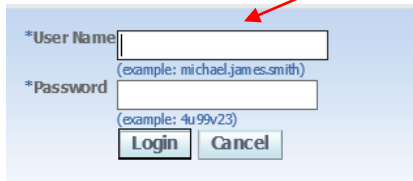
Type in your e-mail username and password and click Login.



Click on the Employee tab and Employee Resources, and then click on HR Employee Self Service under Employee Links.



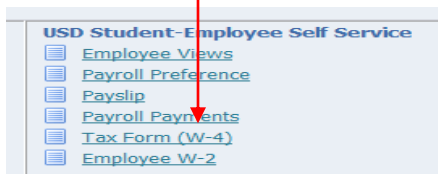
Type in your USD One User Name and Password (If you forgot your password, contact the ITS Help Desk at extension 7900 for assistance)



Click on USD Employee Self Service



Click on Tax Form (W-4)



Click on Update

Tax Form

Employee Name: USD, Test
Organization Email Address: usdtest@san Diego.edu
Employee Number: 45173
Business Group: University of San Diego Global

Use these pages to view or modify tax withholding information.

Federal Information

Federal W-4 Form

Filing Status: Married
Allowances: 2
Additional Amount Withheld: 0.00
FIT Exempt: No

State Information

California Withholding Form(PDF)

The Tax Form Region screen will appear. Select Federal and then click Update.

Tax Form Region

Tax Form Type

Federal State

Federal W-4 Details

Filing Status: Single
 Married
 Married, but Withhold at Higher Single Rate

Allowances: 0

Additional Amount Withheld: 0

FIT Exempt: No

Update

Click the radio button for your Filing Status

Enter the number of Allowances you would like to claim

Enter an Additional Amount to be Withheld for Federal withholding (if applicable)

If you are claiming Exempt from taxes, complete the Exempt from Withholding section

Once completed, click I Agree in the Agreement section and Continue

Update Tax Form: Federal W-4 Form

Employee Name: USD, Test
Organization Email Address: usdtest@san Diego.edu
Employee Number: [redacted]
Business Group: University of San Diego Global

The IRS Federal W-4 Form(PDF) comes with worksheets and tax information that may be helpful in completing this form. Click this link to view the full form in a new window.

Filing Status: Single
 Married
 Married, but Withhold at Higher Single Rate

Allowances: 2

Additional Amount Withheld: 0.00

Last Name Different

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

Last Name Different

Exempt from Withholding

I claim exemption from withholding for 2014, and I certify that I meet BOTH of the following conditions for exemption:

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

If you meet both conditions, check "EXEMPT":

Exempt

Agreement

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

Cancel Continue

Review your information, if correct click Submit.

If you need to make changes, click the Back button

Review your changes and, if needed, attach supporting documents.

Employee Name: USD, Test
Organization Email Address: usdtest@san Diego.edu
Employee Number: 45173
Business Group: University of San Diego Global

Tax Information

Form **W-4** Employee's Withholding Allowance Certificate OMB No. 1545-0010

Department of the Treasury Internal Revenue Service

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.

2014

1 Type or print your first name and middle initial: Test Last name: USD 2 Your social security number: 666 76 1236

Home address (number and street or rural route): 6740 Gaines St Apt#16

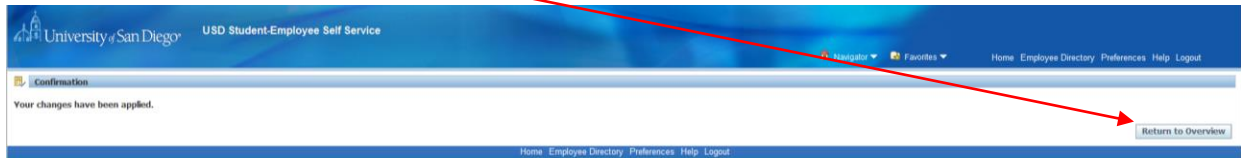
3 Single Married Married, but withhold at higher Single rate. Note: if married, but legally separated, or spouse is a nonresident alien, check the "Single" box.

4 If your last name differs from that shown on your social security

City or town, state, and ZIP code: [redacted]

Cancel Printable Page Back Submit

Click Return to Overview



If you have any questions, please call the Payroll Department at (619) 260-4818 or email at payroll@sandiego.edu.

To change your State Withholding, complete the California Withholding Form(PDF) and print or continue following the instructions listed below.

To update your state tax withholding:

On the Federal Information screen, click on Update



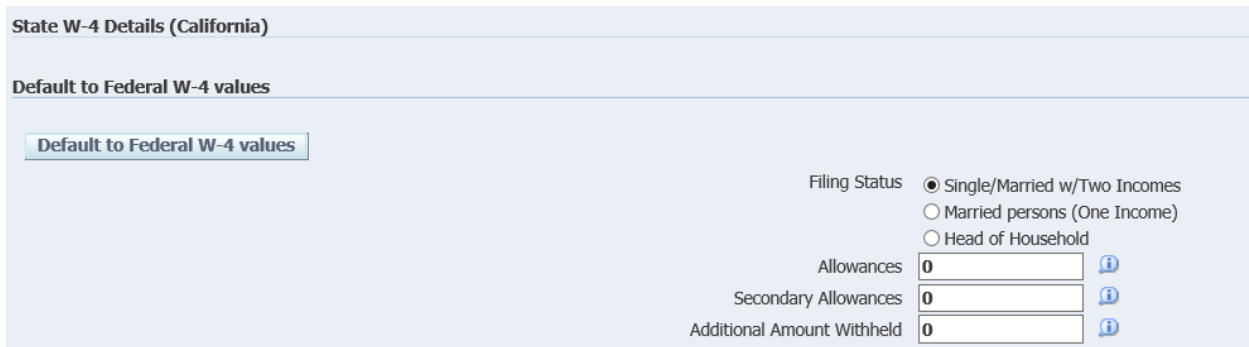
The screen will change to Tax Form Region. Click on State and then click Update.



Click the radio button for your Filing Status

Enter the number of Allowances you would like to claim

Enter an Additional Amount to be Withheld for State withholding (if applicable)



Once completed, click I Agree in the Agreement section and Continue

Agreement

Under penalty 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

[Cancel](#) [Continue](#)

Review your information, if correct click Submit.

Tax Information

Current	Projected
Filing Status: Single/Married w/Two Incomes	Married person (One Income) a
Allowances: 0	0
Additional Amount Withheld: 0	0
Secondary Allowances: 0	0

Additional Information

Attachments

To help approvers understand the request, you can attach supporting documents, images, or links to this action.

None [Add](#)

[Cancel](#) [Printable Page](#) [Back](#) [Submit](#)

If your information is not correct, click on the back button and re-enter your information.