

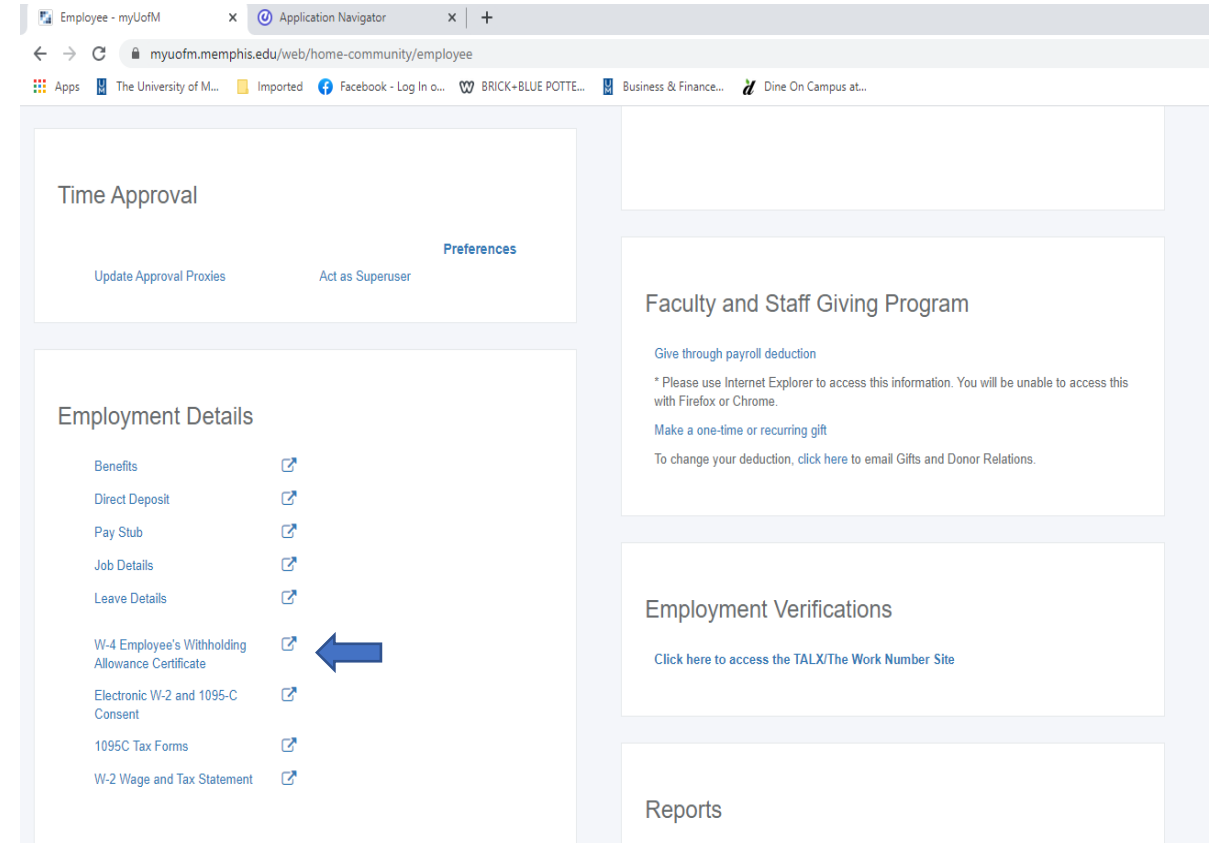


# CHANGING OF W-4 THROUGH YOUR MYMEMPHIS PORTAL

# Changing Your W-4 via your myMemphis Portal



- Go to your Employee Tab
- Go to Employment Details on right-hand side
- Click on W-4 Employee's Withholding Allowance Certificate



# W-4 Employee Withholding Allowance Certificate



- Initially, it will show what is currently in the system. If you last changed your W-4 prior to 2020, you will have number of allowances, but changes in 2020 do not have number of allowances.

The screenshot shows a web browser window with the URL `ssh.bannerprod.memphis.edu/prod/twplctxs_P_ViewW4`. The page header includes the University of Memphis logo and the slogan "Driven by doing". Below the header is a navigation menu with tabs for "Personal Information", "Alumni and Friends", "Student", "Employee", and "Finance". A search bar is present with a "Go" button. The main content area is titled "W-4 Employee's Withholding Allowance Certificate" and contains the following information:

**Federal Income Tax**  
As of Date: Oct 08, 2020  
Name: Judith Dallas Nance  
Address: 855 S Yates Rd Apt 2  
Memphis TN 38120-2840

Last Name differs from SSN card: No  
Deduction Status: Active  
Start Date: Jul 01, 2005  
End Date:  
Filing Status: Single  
Number of Allowances: 2  
Additional Withholding: .00

Note: Additional amount, if any, you want withheld from each paycheck.

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# Changing your W-4 Form



- If you want to change your W-4 form, you will need to click on the Update link at the bottom of the page

The screenshot shows a web browser window with the URL `ssb.bannerprod.memphis.edu/prod/bwplktxs.P_ViewW4`. The page header includes the University of Memphis logo and the slogan "Driven by doing". A navigation menu contains "Personal Information", "Alumni and Friends", "Student", "Employee", and "Finance". Below the menu is a search bar and the title "W-4 Employee's Withholding Allowance Certificate".

**Federal Income Tax**

As of Date:	Oct 08, 2020
Name:	Judith Dallas Nance
Address:	855 S Yates Rd Apt 2 Memphis TN 38120-2840

Last Name differs from SSN card: No

Deduction Status:	Active
Start Date:	Jul 01, 2005
End Date:	
Filing Status:	Single
Number of Allowances:	2
Additional Withholding:	.00

Note: Additional amount, if any, you want withheld from each paycheck.

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# Changing your W-4

- For this example, I will go Exempt so that no Federal Income Tax will be deducted from my paycheck. To claim exempt, there had to have been no tax liability in the prior tax year and you received a full refund of all Federal Income tax withheld for that year **AND** for the present year, you expect to have no tax liability and to receive a refund of all Federal Income Tax withheld because you expect to incur no tax liability. To go Exempt, both of these statements must be true.
- Change Status to Exempt
- Certify Changes

Employee - myUofM x Update W-4 x Application Navigator x +

← → ↻ ssb.bannerprod.memphis.edu/prod/bwpkdcmn.P\_UpdateDednW4?dcde=T03

Apps The University of M... Imported Facebook - Log In o... BRICK+BLUE POTTE... Business & Finance... Dine On Campus at...

### Update W-4

Review Form W-4 2020 for required information on completing a new form W-4. Once you have made changes you will be required to certify those changes by check box then click on Certify Changes to remove the record.

**⚠ The IRS released a new W-4 form for 2020. The filing status and additional withholding amount (if any) will default in to the new form fields, you can access your W-4 History.**

\* - indicates a required field.

**Federal Income Tax**  
Deduction Effective as of: Oct 08, 2020

If your last name differs from that shown on your Social Security Card, check here.   
Note: See Form W-4 instructions.

Effective Date of Change MM/DD/YYYY: \* 10/08/2020  
Note: Effective Date must be after Sep 30, 2020 the date you were last paid.

**Deduction Status: \*** Exempt  
I claim exemption from withholding for the tax year specified, and I certify that I meet both of the following conditions for exemption.  
\* Last year I had no tax liability and  
\* This year I expect to have no tax liability.  
If you meet both conditions, select "Exempt" in Deduction Status field.

**Filing Status: \*** Single  
NRA Indicator:   
Step 2C Indicator:

Dependents under 17 999999.99 :  Multiply the number of qualifying children under age 17 by \$2,000.  
Other Dependents 999999.99 :  Multiply the number of other dependents by \$500.  
Dependent Amount 999999.99 :  Step 3: Add the amounts above and enter the total here.  
Other Income 999999.99 :  Step 4a) See Form W-4 instructions.  
Deductions 999999.99 :  Step 4b) See Form W-4 instructions.  
Additional Withholding 999999.99 :  Step 4c) Extra Withholding. Enter any additional tax you want withheld each pay period.

Certify Changes  
Restore Original Values

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W-4 Employee's Withholding Allowance Certificate

Firefox



# How can I tell if my change took?

- When you have successfully changed your W-4, you will get a message indicating that the change was successful.

The screenshot shows a web browser window with the URL `ssb.bannerprod.memphis.edu/prod/bwpkdupd.P_UpdateDednProcess`. The page header includes the University of Memphis logo and the tagline "Driven by doing." Below the header is a navigation menu with tabs for "Personal Information", "Alumni and Friends", "Student", "Employee", and "Finance". A search bar is located below the menu. The main content area displays "W-4 Update Confirmation" and a yellow message box stating: "The updates you requested were successfully processed." Below this message is a note: "Please contact the Benefits Administrator or Payroll Office if you have any questions about the Tax implications of your changes." At the bottom of the page, there is a link for "W-4 Employee's Withholding Allowance Certificate" and a footer with the text "RELEASE: 8.13.1.3" and "© 2020 Ellucian Company L.P. and its affiliates."

# Changing W-4 from Exempt



- Now you want to change it back so Federal Income Tax will come out of your check.
- Make your status Active
- Note that there is no place for number of allowances but you can put any dependents under 17. To do this, you will take the number of dependents under 17 and multiply by 2,000. For dependents such as aging parents, you take that number and multiply by 500.00. Add the amounts together for Dependent Amount.
- Be sure to Certify the Changes

The screenshot shows the 'Update W-4' web form. Key elements include:

- Update W-4** header
- Review Form W-4 2020 for required information on completing a new form W-4. Once you have made changes you will be required to certify those changes by check box then click on Certify Changes to remove the record.
- Federal Income Tax Deduction Effective as of:** Oct 08, 2020
- If your last name differs from that shown on your Social Security Card, check here.**  Note: See Form W-4 instructions.
- Effective Date of Change MM/DD/YYYY:** 10/08/2020
- Deduction Status:** Active (indicated by a blue arrow)
- Filing Status:** Single
- NRA Indicator:**
- Step 2C Indicator:**
- Dependents under 17 999999.99 :** 4000.00 (indicated by a blue arrow)
- Other Dependents 999999.99 :** 500.00 (indicated by a blue arrow)
- Dependent Amount 999999.99 :** 4500.00 (indicated by a blue arrow)
- Other Income 999999.99 :** [Empty field]
- Deductions 999999.99 :** [Empty field]
- Additional Withholding 999999.99 :** [Empty field]
- Certify Changes** button (indicated by a blue arrow)
- Restore Original Values** button
- Instructions for Step 3: Add the amounts above and enter the total here. Step 4a) See Form W-4 instructions. Step 4b) See Form W-4 instructions. Step 4c) Extra Withholding. Enter any additional tax you want withheld each pay period.
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- W-4 Employee's Withholding Allowance Certificate

# Did my changes take?



- You may always click on W-4 Employee's Withholding Allowance Certificate to verify if the changes took.

The screenshot shows two pages from the University of Memphis employee portal. The top page is titled "W-4 Update Confirmation" and states: "The updates you requested were successfully processed." It includes a message: "Please contact the Benefits Administrator or Payroll Office if you have any questions about the Tax implications of your changes." A blue arrow points down to the second page, "W-4 Employee's Withholding Certificate".

The second page displays the following information:

<b>Federal Income Tax</b>	
As of Date:	Oct 08, 2020
Name:	Judith Dallas Nance
Address:	855 S Yates Rd Apt 2 Memphis TN 38120-2840
Last Name differs from SSN card:	No
Deduction Status:	Active
Start Date:	Jul 01, 2005
End Date:	
Filing Status:	Single
NRA Indicator:	No
Step 2C Indicator:	No
Dependent Amount:	4,500.00
Other Income:	.00
Deductions:	.00
Additional Withholding:	.00

Note: Extra Withholding. Enter any additional tax you want withheld each pay period.

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History | Update | Contributions or Deductions

[ W2 Year End Earnings Statement ]





# Frequently Asked Questions:

- Q: What is the purpose of a W-4?  
A: It is used in the computation of withholding of Federal Income Taxes from your paychecks.
- Q: What happens if I don't submit a W-4?  
A: Our system is set up to automatically load a W-4 for each employee as Single. Not submitting one may cause your withholding for your Federal Income Tax to not be correct.
- Q: How can I submit a new W-4 if I want to change mine?  
A: You may submit it electronically through the myMemphis portal or you may submit a paper version to the Payroll Office, 272 Administration Building. If you choose to submit a paper version of the form, we ask that you do not do a change for the same thing on your myMemphis portal.
- Q: I want to put my number of allowances in but do not see any place to do that?  
A: Beginning with the W-4 in 2020, there are no allowances on the W-4 form. You may claim Dependents on the W-4 form and it will give you credit throughout the year. The idea of the W-4 is to have your Federal Income Tax withholding as close as possible to your tax liability for your tax return.
- Q: I am not a U.S. citizen, how do I submit and/or change my W-4?  
A: For non-U.S. citizens, you will need to make arrangements to see the International Tax Specialist in regards to how you should be taxed and the possibility of taking advantage of any tax treaties.