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.
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.
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
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.
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
Did my changes take?

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