

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'

Oracle Applications Home Page Logged In As DCOUNSEL

Navigator Personalize

NYIT Employee Self-Service

- Personal Information
- Payslip
- Tax Info** ←
- Benefits
- My Information
- United Health Care Log in
- MetLife Dental Care Log in
- Self Service Help FAQs
- NYIT Human Resource Office

Favorites Personalize

You have not selected any favorites. Please use the "Personalize" button to set up your favorites.

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**

NYIT NYIT Employee Self-Service
NEW YORK INSTITUTE OF TECHNOLOGY Home Logout Preferences Help

Tax Form

Employee Name **Counselor, Don**
Organization Email Address

Use these pages to view or modify tax withholding information.

Federal Information

Federal W-4 Form ←

Filing Status	Single	<input type="button" value="Update"/>
Allowances	0	
Additional Amount Withheld	0	
FIT Exempt	No	

State Information

[New York Withholding Form\(PDF\)](#)

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.

Form W-4 (2011)

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Exemption from withholding. If you are exempt, complete **only** lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2011 expires February 16, 2012. See Pub. 505, Tax Withholding and Estimated Tax.

Note. If another person can claim you as a dependent on his or her tax return, you cannot claim exemption from withholding if your income exceeds \$950 and includes more than \$300 of unearned income (for example, interest and dividends).

Basic instructions. If you are not exempt, complete the **Personal Allowances Worksheet** below. The worksheets on page 2 further adjust your withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-earners/multiple jobs situations.

Complete all worksheets that apply. However, you may claim fewer (or zero) allowances. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

Head of household. Generally, you may claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See Pub. 501, Exemptions, Standard Deduction, and Filing Information, for information.

Tax credits. You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the **Personal Allowances Worksheet** below. See Pub. 919, How Do I Adjust My Tax Withholding, for information on converting your other credits into withholding allowances.

Nonwage income. If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using

Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax. If you have pension or annuity income, see Pub. 919 to find out if you should adjust your withholding on Form W-4 or W-4P.

Two earners or multiple jobs. If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 919 for details.

Nonresident alien. If you are a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Check your withholding. After your Form W-4 takes effect, use Pub. 919 to see how the amount you are having withheld compares to your projected total tax for 2011. See Pub. 919, especially if your earnings exceed \$130,000 (Single) or \$180,000 (Married).

Personal Allowances Worksheet (Keep for your records.)

A	Enter "1" for yourself if no one else can claim you as a dependent	A	<input type="text"/>
B	Enter "1" if: <ul style="list-style-type: none"> • You are single and have only one job; or • You are married, have only one job, and your spouse does not work; or • Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less. 	B	<input type="text"/>
C	Enter "1" for your spouse . But, you may choose to enter "-0-" if you are married and have either a working spouse or more than one job. (Entering "-0-" may help you avoid having too little tax withheld.)	C	<input type="text"/>
D	Enter number of dependents (other than your spouse or yourself) you will claim on your tax return	D	<input type="text"/>
E	Enter "1" if you will file as head of household on your tax return (see conditions under Head of household above)	E	<input type="text"/>
F	Enter "1" if you have at least \$1,900 of child or dependent care expenses for which you plan to claim a credit	F	<input type="text"/>
(Note. Do not include child support payments. See Pub. 503, Child and Dependent Care Expenses, for details.)			
G	Child Tax Credit (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information. <ul style="list-style-type: none"> • If your total income will be less than \$61,000 (\$90,000 if married), enter "2" for each eligible child; then less "1" if you have three or more eligible children. • If your total income will be between \$61,000 and \$84,000 (\$90,000 and \$119,000 if married), enter "1" for each eligible child plus "1" additional if you have six or more eligible children 	G	<input type="text"/>
H	Add lines A through G and enter total here. (Note. This may be different from the number of exemptions you claim on your tax return.) ▶ H	H	<input type="text"/>
For accuracy, complete all worksheets that apply. • If you plan to itemize or claim adjustments to income and want to reduce your withholding, see the Deductions and Adjustments Worksheet on page 2. • If you have more than one job or are married and you and your spouse both work and the combined earnings from all jobs exceed \$40,000 (\$10,000 if married), see the Two-Earners/Multiple Jobs Worksheet on page 2 to avoid having too little tax withheld.			

Deductions and Adjustments Worksheet

Note. Use this worksheet *only* if you plan to itemize deductions or claim certain credits or adjustments to income.

1	Enter an estimate of your 2011 itemized deductions. These include qualifying home mortgage interest, charitable contributions, state and local taxes, medical expenses in excess of 7.5% of your income, and miscellaneous deductions	1	\$ <input type="text"/>
2	Enter: <ul style="list-style-type: none"> \$11,600 if married filing jointly or qualifying widow(er) \$8,500 if head of household \$5,800 if single or married filing separately 	2	\$ <input type="text"/>
3	Subtract line 2 from line 1. If zero or less, enter "-0-"	3	\$ <input type="text"/>
4	Enter an estimate of your 2011 adjustments to income and any additional standard deduction (see Pub. 919)	4	\$ <input type="text"/>
5	Add lines 3 and 4 and enter the total. (Include any amount for credits from the <i>Converting Credits to Withholding Allowances for 2011 Form W-4 Worksheet</i> in Pub. 919.)	5	\$ <input type="text"/>
6	Enter an estimate of your 2011 nonwage income (such as dividends or interest)	6	\$ <input type="text"/>
7	Subtract line 6 from line 5. If zero or less, enter "-0-"	7	\$ <input type="text"/>
8	Divide the amount on line 7 by \$3,700 and enter the result here. Drop any fraction	8	<input type="text"/>
9	Enter the number from the Personal Allowances Worksheet , line H, page 1	9	<input type="text"/>
10	Add lines 8 and 9 and enter the total here. If you plan to use the Two-Earners/Multiple Jobs Worksheet , also enter this total on line 1 below. Otherwise, stop here and enter this total on Form W-4, line 5, page 1	10	<input type="text"/>

Two-Earners/Multiple Jobs Worksheet (See *Two earners or multiple jobs* on page 1.)

Note. Use this worksheet *only* if the instructions under line H on page 1 direct you here.

1 Enter the number from line H, page 1 (or from line 10 above if you used the **Deductions and Adjustments Worksheet**) 1

2 Find the number in **Table 1** below that applies to the **LOWEST** paying job and enter it here. **However**, if you are married filing jointly and wages from the highest paying job are \$65,000 or less, do not enter more than "3" 2

3 If line 1 is **more than or equal to** line 2, subtract line 2 from line 1. Enter the result here (if zero, enter "-0-") and on Form W-4, line 5, page 1. **Do not** use the rest of this worksheet. 3

Note. If line 1 is **less than** line 2, enter "-0-" on Form W-4, line 5, page 1. Complete lines 4 through 9 below to figure the additional withholding amount necessary to avoid a year-end tax bill.

4 Enter the number from line 2 of this worksheet 4

5 Enter the number from line 1 of this worksheet 5

6 Subtract line 5 from line 4 6

7 Find the amount in **Table 2** below that applies to the **HIGHEST** paying job and enter it here 7 \$

8 Multiply line 7 by line 6 and enter the result here. This is the additional annual withholding needed 8 \$

9 Divide line 8 by the number of pay periods remaining in 2011. For example, divide by 26 if you are paid every two weeks and you complete this form in December 2010. Enter the result here and on Form W-4, line 6, page 1. This is the additional amount to be withheld from each paycheck 9 \$

Table 1				Table 2			
Married Filing Jointly		All Others		Married Filing Jointly		All Others	
If wages from LOWEST paying job are—	Enter on line 2 above	If wages from LOWEST paying job are—	Enter on line 2 above	If wages from HIGHEST paying job are—	Enter on line 7 above	If wages from HIGHEST paying job are—	Enter on line 7 above
\$0 - \$5,000 -	0	\$0 - \$8,000 -	0	\$0 - \$65,000	\$560	\$0 - \$35,000	\$560
5,001 - 12,000 -	1	8,001 - 15,000 -	1	65,001 - 125,000	930	35,001 - 90,000	930
12,001 - 22,000 -	2	15,001 - 25,000 -	2	125,001 - 185,000	1,040	90,001 - 165,000	1,040
22,001 - 25,000 -	3	25,001 - 30,000 -	3	185,001 - 335,000	1,220	165,001 - 370,000	1,220
25,001 - 30,000 -	4	30,001 - 40,000 -	4	335,001 and over	1,300	370,001 and over	1,300
30,001 - 40,000 -	5	40,001 - 50,000 -	5				
40,001 - 48,000 -	6	50,001 - 65,000 -	6				
48,001 - 55,000 -	7	65,001 - 80,000 -	7				
55,001 - 65,000 -	8	80,001 - 95,000 -	8				
65,001 - 72,000 -	9	95,001 - 120,000 -	9				
72,001 - 85,000 -	10	120,001 and over	10				
85,001 - 97,000 -	11						
97,001 - 110,000 -	12						
110,001 - 120,000 -	13						
120,001 - 135,000 -	14						
135,001 and over	15						

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

Update Tax Form: Federal W-4 Form Cancel Continue

Employee Name **Local 282, Harris**
 Organization Email Address

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
 Married Filing Separately

Allowances ⓘ

Additional Amount Withheld ⓘ

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.

Exempt from Withholding

I claim exemption from withholding for 2011, 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

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.**

Update Tax Form: Federal W-4 Form Cancel Continue

Employee Name **Counselor, Don**
 Organization Email Address

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 Married Filing Separately

Allowances [i](#)

Additional Amount Withheld [i](#)

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.

Exempt from Withholding

I claim exemption from withholding for 2011, 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

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.

Form **W-4** **Employee's Withholding Allowance Certificate** OMB No. 1545-0010
 Department of the Treasury Internal Revenue Service **2011**
 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.

1 Type or print your first name and middle initial Don	Last name Counselor	2 Your social security number 123-45-1112
Home address (number and street or rural route) 214 Driveway Lane		3 <input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. <small>Note. If married, but legally separated, or spouse is a non-resident alien, check the "Single" box.</small>
City or town, state, and ZIP code Westbury, NY, 11590		4 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. <input checked="" type="checkbox"/>
5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)	5 0	
6 Additional amount, if any, you want withheld from each paycheck	6 \$0	
7 I claim exemption from withholding for 2011, 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, write "Exempt" here Exempt		
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.		
Employee's signature (Form is not valid unless you sign it.) Don Counselor		Date 27-SEP-2011
8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)	9 Office code (optional)	10 Employer identification number (EIN)

Cancel Printable Page Back Submit

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.


Update Tax Form: Federal W-4 Form


Employee Name **Counselor, Don**


Organization Email Address

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
 Married Filing Separately

Allowances 

Additional Amount Withheld 

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

Tip - Windows Internet Explorer provided by NYIT

Tip

Total number of allowances you are claiming.

OK

Tip - Windows Internet Explorer provided by NYIT

Tip

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

OK

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.**


Update Tax Form: Federal W-4 Form


Employee Name **Counselor, Don**

Organization Email Address

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
 Married Filing Separately

Allowances 

Additional Amount Withheld 

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.

Exempt from Withholding

I claim exemption from withholding for 2011, 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

9. The total number of allowances in Box 5 is now 2 and the additional amount to be withheld is now 35.00.

Tax Info: Review

Employee Name **Counselor, Don**
Organization Email Address

Cancel Printable Page Back Submit

Indicates Changed Items.

Tax Information

Form **W-4** **Employee's Withholding Allowance Certificate** OMB No. 1545-0010
Department of the Treasury Internal Revenue Service **2011**
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.

1 Type or print your first name and middle initial Don	Last name Counselor	2 Your social security number 123-45-1112
Home address (number and street or rural route) 214 Driveway Lane	3 <input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. Note: If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.	
City or town, state, and ZIP code Westbury, NY, 11590	4 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. <input type="checkbox"/>	
5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)		5 2
6 Additional amount, if any, you want withheld from each paycheck		6 \$35.00
7 I claim exemption from withholding for 2011, 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, write "Exempt" here		7

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.
Employee's signature (Form is not valid unless you sign it.) **Don Counselor** Date **28-SEP-2011**

8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.) 9 Office code (optional) 10 Employer identification number (EIN)

For Privacy Act and Paperwork Reduction Act Notice, see page 2 of the IRS Form W-4. Cat. No. 10220Q Form **W-4** (2011)

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.

Warning
Do you want to cancel this action?
Your new action will be canceled.

No Yes

Home Logout Preferences

12. Click on PRINTABLE PAGE to print the new W-4 for your records. The print options are found in the FILE window.

File Edit View Favorites Tools Help

Tax Info: Review

Employee Name **Counselor, Don**
Organization Email Address

Indicates Changed Items.

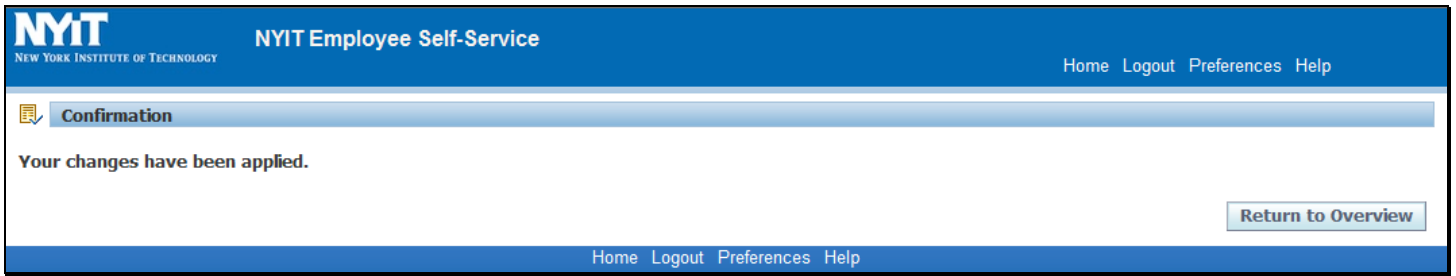
Tax Information

Form **W-4** **Employee's Withholding Allowance Certificate** OMB No. 1545-0010
Department of the Treasury Internal Revenue Service **2011**
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.

1 Type or print your first name and middle initial Don	Last name Counselor	2 Your social security number 123-45-1112
Home address (number and street or rural route) 214 Driveway Lane	3 <input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. Note: If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.	
City or town, state, and ZIP code Westbury, NY, 11590	4 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. <input type="checkbox"/>	
5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)		5 2
6 Additional amount, if any, you want withheld from each paycheck		6 \$35.00
7 I claim exemption from withholding for 2011, 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, write "Exempt" here		7

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.
Employee's signature (Form is not valid unless you sign it.) **Don Counselor** Date **28-SEP-2011**

13. Go **BACK** to re-do your changes or **SUBMIT**. When you submit, you'll receive the following confirmation.



The screenshot shows the NYIT Employee Self-Service interface. At the top left is the NYIT logo with the text 'NEW YORK INSTITUTE OF TECHNOLOGY'. To its right is the page title 'NYIT Employee Self-Service'. On the top right, there are navigation links: 'Home', 'Logout', 'Preferences', and 'Help'. Below the header is a blue bar with a document icon and the word 'Confirmation'. The main content area contains the text 'Your changes have been applied.' and a button labeled 'Return to Overview' on the right side. A second set of navigation links ('Home', 'Logout', 'Preferences', 'Help') is located at the bottom of the page.

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