W-4 Tax information

Navigation: my.pugetsound.edu -> Sign in with Puget Sound Credentials -> HR – Self Service

Your federal tax withholding will default to be calculated as a single person with 0 allowances. To make changes:

- In the HR –Self Service navigation collection, select W-4 Tax Information
- Enter the number of allowances you are claiming
- Enter an additional amount to have withheld, if desired
- Select a marital status
- If you meet the conditions for exemption from federal tax withholding, you can check the box under Claim Exemption
- Select Submit to save your changes

W-4 Tax Data

Enter total number of Allowances you are claiming   [1]

Enter Additional Amount, if any, you want withheld from each paycheck [   ]

Indicate Tax Status   ● Single   ○ Married

☐ Check here and select Single status if married but withholding at single rate.
Note: If married, but legally separated, or spouse is a nonresident alien,
select 'Single' status.

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

Claim Exemption

I claim exemption from withholding for the year [2017] 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.
- This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability.

☐ Check this box if you meet both conditions to claim exempt status.

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.

[Submit]