State/County Tax Withholding
Employee Self-Service Instructions

Residents of Indiana and Michigan must enter or update their state/county tax withholding information through InsideND, the University’s employee self-service website.*

What You’ll Need

- Your active NetID and password (see below for activation instructions);
- The total number of exemptions you wish to claim.*

NetID Activation

If your NetID is already active, please proceed to step 1 below.

- **New employees:** To activate your NetID and choose a password, please visit [https://accounts.nd.edu/activation](https://accounts.nd.edu/activation). (Your NDID number and birthdate are required. For more information on your NDID number, visit [https://oithelp.nd.edu/netid-and-passwords/ndid/](https://oithelp.nd.edu/netid-and-passwords/ndid/).
- **Current employees:** if you have not setup or utilized your NetID and password within the last 180 days, please visit [http://oithelp.nd.edu/netid-and-passwords/forgot-my-password/](http://oithelp.nd.edu/netid-and-passwords/forgot-my-password/) to reset your password.

State/County Tax Withholding Self-Service Instructions

1) Go to InsideND, [http://inside.nd.edu/](http://inside.nd.edu/) and login with your NetID and password.
2) Click the My Resources tab.
3) Click the Tax Withholding Elections icon in the My Quick Apps channel.
4) Click on State/County Tax Withholding. Your current Withholding information will be displayed on this page.
5) Click on Update which is centered at the bottom of this page.
6) Under State Income Tax, complete the following:
   a. The Deduction Effective as of date is the earliest date your new withholding elections are to be applied.
   b. Enter the requested Effective Date of Change. This can be a current or future dated request.
   c. Enter the Number of Exemptions you want to claim.*
   d. If desired, enter an Additional Withholding dollar amount to be withheld for state tax during each pay period.
   e. Select your County of Residence as of January 1. If your county is not listed, select other.
   f. If desired, enter an Additional Withholding dollar amount to be withheld for county tax during each pay period.
   g. Click Certify Changes.
   h. Click Submit to confirm your State/County Tax Withholding elections.

* For help determining the number of exemptions you wish to claim, consult your state’s withholding form and worksheets:
- Indiana residents: consult Form WH-4 at [http://www.in.gov/dot/4100.htm](http://www.in.gov/dot/4100.htm)
- University employees who both reside and work outside of Indiana or Michigan should contact Payroll Services at 574-631-7575 prior to submitting their state/county withholding elections.

If you have questions, please contact Payroll Services at 574-631-7575