State/County Tax Withholding

Employee Self-Service Instructions

Tax withholding information must be entered or updated through inside.nd.edu, 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 allowances 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/).

State/County Tax Withholding Self-Service Instructions

1) Go to [inside.nd.edu](https://inside.nd.edu) and login with your NetID and password.
2) Search for the Tax Withholding Elections task.
3) Click on Tax Withholding Elections task.
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 you would like 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 you would like 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/dor/4100.htm](http://www.in.gov/dor/4100.htm)
  - Residents of other states: please consult your state’s tax office or withholding form.

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