

Federal 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>. (Your NDID number and birthdate are required. For more information on your NDID number, visit <https://oithelp.nd.edu/netid-and-passwords/ndid/>.)



The Tax Withholding Election task can be located using the search option at inside.nd.edu.

Federal Tax Withholding Self-Service Instructions

- 1) Go to 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 [Federal 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 *Federal 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. Select your *Deduction Status*.
 - i. The deduction status should remain *active* unless you meet the listed criteria.
 - d. Choose a *Filing Status*.
 - e. Enter the *Number of Allowances* from tax you want to claim.*
 - f. If desired, enter an *Additional Withholding* dollar amount to be withheld for federal tax during each pay period.
 - g. Click [Certify Changes](#).
 - h. Click [Submit](#) to confirm your Federal Tax Withholding elections.

*For help determining the number of allowances you wish to claim, consult **IRS Form W-4** (and included worksheets) at <http://www.irs.gov/pub/irs-pdf/fw4.pdf>. Refer to **Line 5** of Form W-4 for the number of allowances to be claimed.

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