

# Federal Tax Withholding

## Employee Self-Service Instructions

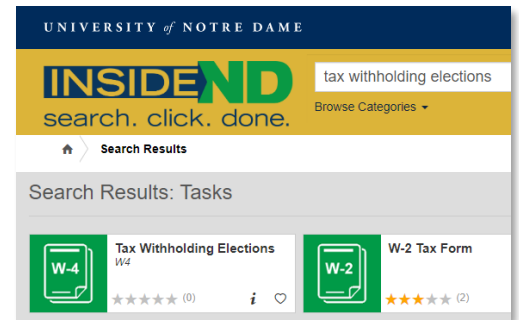
Tax withholding information must be entered through **InsideND** ([inside.nd.edu](http://inside.nd.edu)), the University's employee self-service website.

### What You'll Need

- Your active **NetID** and **password**. If you do not know these, please contact the OIT Help Desk at (574) 631-8111 for assistance.

### Federal Tax Withholding Self-Service Instructions

- Go to **InsideND** ([inside.nd.edu](http://inside.nd.edu)) and login with your NetID and password.
- Search for and click on the **Tax Withholding Elections** task.
- Click on [Federal Tax Withholding](#), then the [Update](#) link centered at the bottom of the page.
- The **Deduction Effective as of** date is the earliest date your new withholding elections are to be applied.
- Enter the requested **Effective Date of Change**. This can be a current or future dated request.
- Select your **Filing Status**. The filing status should remain **active** unless you meet the listed criteria.
- Complete the following (see instructions below for each letter):



a) Filing Status:*	Single		
b) Step 2C Indicator:	<input type="checkbox"/>	<b>Example</b>	
c) Dependents under 17 999999.99 :		6000.00 +	Multiply the number of qualifying children under age 17 by \$2,000.
d) Other Dependents 999999.99 :		1000.00 =	Multiply the number of other dependents by \$500.
e) Dependent Amount 999999.99 :		<b>7000.00 TOTAL</b>	Step 3: Add the amounts above and enter the total here.
f) Other Income 999999.99 :			Step 4a) See Form W-4 instructions.
g) Deductions 999999.99 :			Step 4b) See Form W-4 instructions.
h) Additional Withholding 999999.99 :			Step 4c) Extra Withholding. Enter any additional tax you want withheld each pay period.

### Instructions for each letter above:

- Choose a **Filing Status**.
- Follow these instructions from the **Form W-4**:

**Step 2:** Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

**Multiple Jobs or Spouse Works**

Do **only one** of the following.

(a) Use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App) for most accurate withholding for this step (and Steps 3–4); or

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; or

→ (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld . . . . .

**TIP:** To be accurate, submit a 2020 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

- Multiply** the number of qualifying children under age 17 by \$2,000 and enter this amount. (ex: 3 children X 2000 = 6000.00)
- Multiply** the number of other dependents by \$500 and enter this amount. (ex: 2 other X 500 = 1000.00)
- ADD** the amounts of **line c**) and **line d**) and enter the **TOTAL** amount here. (ex: 6000 + 1000 = 7000.00)
- Other income (not from jobs)**. If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income.
- Deductions**. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on Form W-4 instructions.
- Additional Withholding**. Enter any additional tax amount you want withheld **each pay period**.
  - Click **Certify Changes**
  - Click **Submit** to confirm you Federal Tax Withholding elections.

\* For help, consult IRS Form W-4 (and included worksheets) at <http://www.irs.gov/pub/irs-pdf/fw4.pdf>.