

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>. (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 Elections task can be located using the search option at inside.nd.edu.

State/County Tax Withholding Self-Service Instructions

- 1) Go to 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>
- Michigan residents: consult **Form MI-W4** at http://www.michigan.gov/documents/mw4f_76761_7.pdf
- 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