State/County Tax Withholding
Employee Self-Service Instructions

Tax withholding information must be entered through InsideND (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.
- The total number of exemptions you wish to claim.*

State/County Tax Withholding Self-Service Instructions

- Go to InsideND (inside.nd.edu) and login with your NetID and password.
- Search for and click on the Tax Withholding Elections task.
- Click on State/County Tax Withholding, then the Update link centered at the bottom of the page.
- Complete the following (see instructions below for each letter):

<table>
<thead>
<tr>
<th>Letter</th>
<th>Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>a)</td>
<td>Deduction Effective as of: Jan 04, 2020</td>
</tr>
<tr>
<td>b)</td>
<td>Effective Date of Change MM/DD/YYYY: 01/04/2020</td>
</tr>
<tr>
<td>c)</td>
<td>State/County Number of Exemptions: 99</td>
</tr>
<tr>
<td>d)</td>
<td>State Additional Withholding: 99999999.99</td>
</tr>
<tr>
<td>e)</td>
<td>Select County of Residence as of January 1: CRT St. Joseph County Income Tax</td>
</tr>
<tr>
<td></td>
<td>County Additional Withholding: 99999999.99</td>
</tr>
</tbody>
</table>

Instructions for each letter above:

a) Enter the requested Effective Date of Change. This must be the same or later than the Deduction Effective Date.
b) Enter the number of State\County Number of Exemptions you want to claim.*
c) If desired, enter an Additional Withholding dollar amount you would like withheld for State tax each pay period.
d) Select your County of Residence as of January 1. If your county is not listed, select OTH Other.
e) If desired, enter an Additional Withholding dollar amount you would like withheld for County tax each pay period.

- Click Certify Changes
- Click Submit to confirm you 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
- Residents of other states: please consult your state’s tax office or withholding form.