

# Quick Reference Guide

# View and Update W-4 Information

## UNI E-Business Suite

### VIEW W-4 INFORMATION

1. Logon to My UNiverse.
2. Click e-Business Login in the e-Business channel.
3. Enter your e--Business username and password.
4. Select UNI Employee Self Service

#### Applications

The screenshot shows a list of applications on the left and a sub-menu on the right. In the left list, 'UNI Employee Self Service' is circled in red. In the right sub-menu, 'W-4 Form Employee Withholding Allowances' is circled in red.

5. Click W-4 Form Employee Withholding Allowances.

Employee Name: Mary Merit  
 Email Address: mary.merit@uni.edu  
 University ID: 345678

#### Overview

Use these pages to view or modify tax withholding information.

#### Federal Information

##### Federal W-4 Form

Filing Status: Married  
 Allowances: 4  
 Additional Amount Withheld: 0  
 FIT Exempt: No

**Update**

#### State Information

[Iowa Withholding Form\(PDF\)](#)

**TIP** This link will display a Centralized Employee Registry Reporting Form. The IA W4 is located at the lower half of the form.

6. Click Update to update your Federal W-4 information.
7. To update your Iowa W-4 information
  - a. click Iowa Withholding Form (PDF).
  - b. Note that the Iowa W4 is located at the bottom of the Centralized Employee Registry Reporting Form (CERRF).
  - c. Complete the form and print.
  - d. Submit to Payroll.

### UPDATE W-4 INFORMATION

#### Federal Information: W-4 Form

The IRS Federal W-4 Form (PDE) comes with worksheets and tax information that may be helpful in completing this form. Click this link to view the full form in a new window.

Filing Status:  Single  
 Married  
 Married, but Withhold at Higher Single Rate

Allowances:

Additional Amount Withheld:

#### Exempt from Withholding

I claim exemption from withholding for 2004, and I certify that I meet BOTH of the following conditions for exemption:

Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability AND  
 This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability.

If you meet both conditions, check 'EXEMPT':  Exempt

#### Agreement

Under penalty of perjury, I certify that I am entitled to the number of withholding allowances claimed on this certificate, or I am entitled to claim exempt status.

I Agree

**Cancel** **Next**

1. Enter the changes and click the check box for I Agree. For assistance, click [IRS Federal W-4 Form \(PDF\)](#) at the top of the page.

2. Click the Next button.

#### Review

Review your changes and, if needed, attach supporting documents.

**Indicates Changed Item(s)**

##### Federal Information W4 Form

|                            | Current | Proposed |
|----------------------------|---------|----------|
| Filing Status              | Married | Married  |
| Allowances                 | 6       | 6        |
| Additional Amount Withheld | 0.00    | 0.00     |
| Exempt                     | No      | No       |

**Cancel** **Printable Page** **Back** **Submit**

3. Click Cancel to return to the previous screen.
4. Click Printable Page to print a copy of the screen for your personal records. Click your browsers back button to return to this screen to submit.
5. Click Back to return to the previous screen.
8. Click Submit to forward the changes to Payroll for processing.