



PAYROLL AND EMPLOYEE SERVICES

The UNIVERSITY of OKLAHOMA

Form W-4

All University employees are required to complete an IRS **Form W-4** and Oklahoma **OK-W-4** when they are hired. You will also need to review your Form W-4 and make appropriate changes if you have had a major life change, such as marriage or divorce, death of a spouse, or birth/adoption of a child.

- W-4 changes should be made electronically using **Employee Self-Service**.
- To change your W-4 settings electronically, go to the Human Capital PeopleSoft menu and enter your changes:

Self-Service > Payroll > Tax Withholding

- If you do not have access to a computer to complete your W-4 online, complete a paper copy of the W-4, select the (URL) above, print it out, sign it manually and date it and return it to the Payroll Services office at 905 Asp Avenue, Room 244 – Norman, OK 73019. Payroll also has computers available for your use.
- **Nonresident Aliens** have only *one W-4 reporting option which is to select "single (box 3) and 1 exemption (box 5) and write "NRA to the left of box 6 on the W-4 form. Note: Nonresident Aliens must check with Financial Services (405-325-7487) before changing W-4 withholding allowances.*

Employees without a W-4 will be taxed at the highest single tax rate.

This IRS form will assist you to determine how much federal taxes will be withheld each paycheck. The Income Tax Withholding Assistant is a spreadsheet that will help small employers calculate the amount of federal income tax to withhold from their employees' wages. It will help you as you transition to the new **Form W-4** for 2023.

In addition, the IRS encourages everyone to use the Tax Withholding Estimator to perform a "paycheck checkup." Use the IRS Tax Withholding Estimator. **[Access here.](#)**