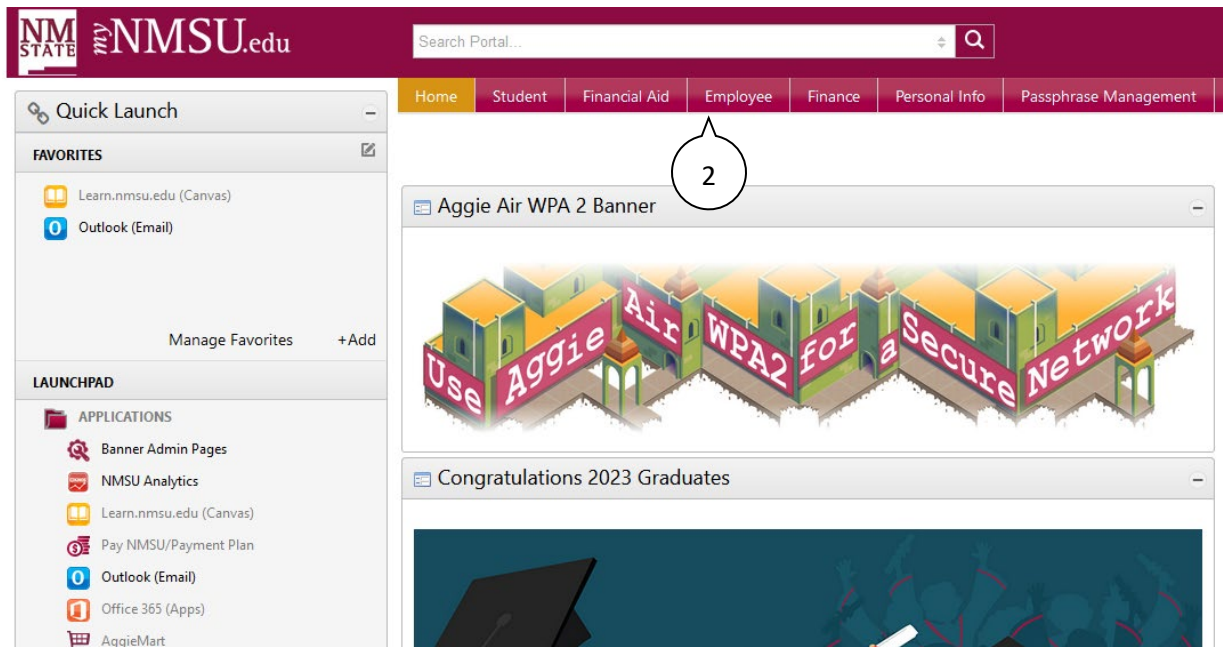


Updating Federal W4 Employee's Withholding Certificate

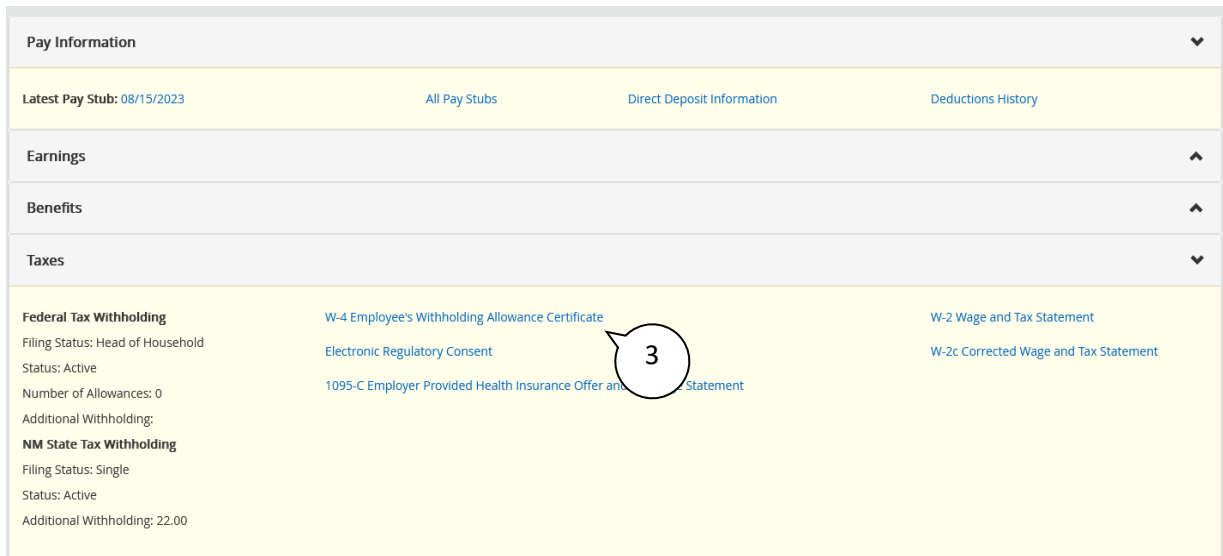
W4 Tax Exemptions or Allowances page provides employees the ability to update federal withholding tax information through an electronic W-4 form via the web in employee self-service.

Below are the instructions for accessing the electronic W-4.

1. Logon to my.nmsu.edu.



2. Click on the **Employee** tab.



3. Click Taxes → Under Taxes click W-4 Employees Withholding Allowance Certificate

Employee Dashboard • W-4 Employee's Withholding Allowance Certificate

Federal Tax

As of Date: 12/12/2023

Name: [REDACTED]

Address: [REDACTED]

Last Name differs from SSN card: [REDACTED]

Deduction Status: Active

Start Date: 05/22/2014

End Date:

Filing Status: Head of Household

Nonresident Alien: No

Step 2C Indicator: No

Dependent Amount: 0.00

Other Income: 0.00

Deductions: 0.00

Additional Withholding: 0.00
Note: Extra Withholding. Enter any additional tax you want withheld each pay period.

[Print](#)

History • Update • Contributions or Deductions • Vendor Web Site
W2 Year End Earnings Statement

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4. Click the **Update** link at the bottom of the page.

Employee Dashboard • Update W-4

Step 2C Indicator

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

Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependents
If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):

Multiply the number of qualifying children under age 17 by \$2,000

Multiply the number of other dependents by \$500

Add the amounts above and enter the total here

Step 4 (optional): Other Adjustments

(a) 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

(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here

(c) Extra withholding. Enter any additional tax you want withheld each pay period

Nonresident alien:
If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Nonresident Alien

Delete this character

Note: If you have any values on this page you will not be able to delete this record.

[Certify Changes](#) [Restore Original Values](#)

W-4 Employee's Withholding Allowance Certificate

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- Once all information is updated/changed, click on the *Certify Changes* button found at the bottom of the page

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Employee Dashboard > Update W-4

Update W-4 Confirmation

The updates you requested were successfully processed.

Please contact the Benefits Administrator or Payroll Office if you have any questions about the Tax implications of your changes.

W-4 Employee's Withholding Allowance Certificate

- W-4 update is now completed.

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New Mexico State University

Employee Dashboard > W-4 Employee's Withholding Allowance Certificate

W-4 Employee's Withholding Allowance Certificate

Federal Tax

As of Date:	12/12/2023
Name:	[Redacted]
Address:	[Redacted]
Last Name differs from SSN card:	[Redacted]
Deduction Status:	Active
Start Date:	05/22/2014
End Date:	[Redacted]
Filing Status	Head of Household
Nonresident Alien	No
Step 2C Indicator	No
Dependent Amount	0.00
Other Income	0.00
Deductions	0.00
Additional Withholding	11.00

Note: Extra Withholding. Enter any additional tax you want withheld each pay period.

Print

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History > Update > Contributions or Deductions > Vendor Web Site
W2 Year End Earnings Statement

- To view all updates that have been made to your Federal Withholding deduction go back to W4 Tax Exemptions or Allowances page. Click the History link at the bottom of the page.

Note: Tax filing status and/or tax exemption status for New Mexico tax residents must match Federal status. When an update of your Federal W-4 filing status or exemption status is made, New Mexico status will be overwritten to match. For additional information about state tax withholding please click [here](#).

NMSU Payroll Services cannot provide tax advice to employees or assist in the completion of an employee's W-4. We encourage employees to review information provided at [Internal Revenue Service](#), [NM Taxation and Revenue](#) or your applicable state website. If necessary, it is recommended you consult with a tax professional.