

## Complete Your W-4 Form

### Summary

The W-4 Form is also known as the **Employee's Withholding Certificate**. Using PeopleSync, you are able to update information such as Marital Status. You will also have the ability to electronically verify your Federal Withholding Election form. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Note: State and local tax withholding elections can also be completed in PeopleSync. For more information, please see the [Complete Your State and Local Tax Withholding Elections Tip Sheet](#).

### Update Federal Tax Withholdings

1. From the PeopleSync home page, click the **Benefits and Pay** icon.
2. Click on **Withholding Elections**.
3. Select the **State Elections** or **Local Elections** tab to view your current elections.
4. To proceed, click the **Update** button.
5. On the **Complete State and Local Withholding Elections** page, enter the **Effective Date** you would like your elections to take effect.
6. Click the **OK** button to continue.
7. The W-4 Employee's Withholding Certificate page allows you to update the following W-4 info:
  - **Filing Status (Marital Status)**: Update your marital status
  - **Multiple Jobs or Spouse Works**
  - **Claim Dependents**: Enter the number of qualifying children
  - **Other Adjustments**: Additional amount to be withheld each pay period
  - **Other Income**: This may include interest, dividends, and retirement income

- **Nonresident Alien:** Identify if you are a nonresident alien
  - **Exempt:** Claim exemption from withholding for the current year
8. Click the **I Agree** checkbox to electronically verify the selections you've made.
  9. Click the **OK** button to continue.
  10. Click the **Done** button to return back to your Withholding Elections page.
  11. If you wish to complete another form, select **Add Federal Withholding Elections** under **Do Another**.
  12. Review your updated Federal Withholding Tax Elections. Your updated election information will only display on the date that is selected as the **Effective Date** entered previously.

## Additional Support

Questions? Contact PeopleLink at [askpeoplelink@nyu.edu](mailto:askpeoplelink@nyu.edu) or 212-992-5465.

